

Minutes of the meeting of the Human Resources Committee of the Board of Directors of the Cook County Health and Hospitals System (CCHHS) held Friday, January 23, 2015 at the hour of 9:00 A.M. at 1900 W. Polk Street, in the Second Floor Conference Room, Chicago, Illinois.

I. Attendance/Call to Order

Chairman Wiese called the meeting to order.

Present: Chairman Dorene P. Wiese, Lewis M. Collens and Board Chairman M. Hill Hammock (substitute Member) (2)

Directors Hon. Jerry Butler, Ada Mary Guggenheim and Emilie N. Junge

Present

Telephonically: Director Ric Estrada

Absent: None (0)

During the meeting, Chairman Wiese indicated that Director Estrada would like to participate in the Committee's discussion telephonically.

Board Chairman Hammock, seconded by Chairman Wiese, moved to allow Director Estrada to participate in the meeting telephonically. THE MOTION CARRIED UNANIMOUSLY.

Additional attendees and/or presenters were:

Randolph Johnston – Associate General Counsel
Gladys Lopez – Chief of Human Resources
Barbara Pryor – Deputy Chief of Human Resources

Elizabeth Reidy – General Counsel
Deborah Santana – Secretary to the Board
John Jay Shannon, MD –Chief Executive Officer

II. Public Speakers

Chairman Wiese asked the Secretary to call upon the registered public speakers.

The Secretary called upon the following registered public speaker:

1. George Blakemore Concerned Citizen

III. Report from Chief of Human Resources (Attachment #1)

Gladys Lopez, Chief of Human Resources, and Barbara Pryor, Deputy Chief of Human Resources, provided an overview of the report, which included information on the following subjects:

FY2014 Vacancies Filled;
FY2014 Separations and Hires;
CCHHS Employee Diversity Report
FY2015 Vacancies Filled;
Comparison of Nursing (RN) Vacancies Filled – FY2014 to FY2015
FY2015 Separations and Hires;
Orientation Survey;
Exit Survey; and
Labor Update.

III. Report from Chief of Human Resources (continued)

With regard to slide 26 of the presentation (FY2015 Clinical vs. Non-Clinical Vacancies Filled), Chairman Wiese requested that the number of vacancies filled be provided for each of the titles listed¹.

Chairman Wiese noted that turnover rates might be an easy place to establish some benchmarks in comparison to other hospital systems.

Chairman Wiese inquired regarding the total number of unfilled vacancies this month. Ms. Lopez indicated that she had two initial reports of totals that were not validated; her calculation is that there were 1,054 unfilled vacancies as of the beginning of this week. Last year, at this time, there were 1,137 unfilled vacancies. Dr. John Jay Shannon, Chief Executive Officer, stated that, in context, the important thing to recognize is that historically the System has averaged around 35 separations per month, except for the month of December. This year is an outlier, probably because of concerns about pension reform and changes. Despite the fact that more than 20% more vacancies were filled than in the preceding fiscal year, which is an accomplishment, the administration recognizes that number of unfilled vacancies is nowhere where it needs to be; he reminded the Committee that the goal is to get the number down to 600 by the end of the fiscal year.

Board Chairman Hammock inquired regarding the number of vacancies in the Human Resources Department. Ms. Lopez responded that she was recently given an additional 26 new positions; she added that several of those positions are posted.

IV. Action Items

A. Minutes of the Human Resources Committee Meeting of December 5, 2014

Board Chairman Hammock, seconded by Chairman Wiese, moved to accept the minutes of the meeting of the Human Resources Committee of December 5, 2014. THE MOTION CARRIED UNANIMOUSLY.

B. **Proposed Collective Bargaining Agreement

Prevailing wages – pursuant to State Statute and the Collective Bargaining Agreement between the County of Cook and Teamsters Local 700, salary adjustment in the form of a one-time lump-sum bonus for the following positions, in lieu of prevailing rate increases for the years 2012 and 2013 and in addition to the prevailing rate increase effective June 1, 2014:

Job Code	Job Classification	One-time Lump Sum Bonus
2381	Motor Vehicle Driver I	\$2,000
2383	Motor Vehicle Driver II	\$2,000
2371	Motor Vehicle Driver Road Repairman	\$2,000

Action was taken on this item following the adjournment of the closed meeting.

IV. Action Items

B. **Proposed Collective Bargaining Agreement (continued)

Chairman Wiese, seconded by Board Chairman Hammock, moved to approve the proposed Collective Bargaining Agreement-related matter between the County of Cook and Teamsters Local 700 regarding salary adjustments for the Job Classifications of Motor Vehicle Driver I, Motor Vehicle Driver II and Motor Vehicle Driver Road Repairman. THE MOTION CARRIED UNANIMOUSLY.

C. Any items listed under Sections IV and V

V. Closed Meeting Items

- A. Discussion of personnel matters
- B. Update on labor negotiations
- C. Discussion of litigation matters
- D. Report from Chief of Human Resources
- E. Proposed Collective Bargaining Agreement (see Section IV.B.)

Chairman Wiese, seconded by Board Chairman Hammock, moved to recess the open meeting and convene into a closed meeting, pursuant to the following exceptions to the Illinois Open Meetings Act: 5 ILCS 120/2(c)(1), regarding “the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity,” 5 ILCS 120/2(c)(2), regarding “collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees,” and 5 ILCS 120/2(c)(11), regarding “litigation, when an action against, affecting or on behalf of the particular body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.” THE MOTION CARRIED UNANIMOUSLY and the Committee recessed into a closed meeting.

Board Chairman Hammock, seconded by Chairman Wiese, moved to adjourn the closed meeting. THE MOTION CARRIED UNANIMOUSLY and the Committee reconvened into the open meeting.

Action was taken on the Proposed Bargaining Agreement-related matter following the adjournment of the closed meeting (see Section IV(B)).

VI. Adjourn

As the agenda was exhausted, Chairman Wiese declared that the meeting was ADJOURNED.

Minutes of the Meeting of the Human Resources Committee

Friday, January 23, 2015

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Respectfully submitted,
Human Resources Committee of the
Board of Directors of the
Cook County Health and Hospitals System

XXXXXXXXXXXXXXXXXXXXXX

Dorene P. Wiese, Chairman

Attest:

XXXXXXXXXXXXXXXXXXXXXX

Deborah Santana, Secretary

¹ Follow-up: with regard to slide 26 of the presentation (FY2015 Clinical vs. Non-Clinical Vacancies Filled), request that the number of vacancies filled be provided for each of the titles listed. Page 2.

Cook County Health and Hospitals System
Human Resources Committee Meeting Minutes
January 23, 2015

ATTACHMENT #1

COOK COUNTY HEALTH & HOSPITALS SYSTEM HUMAN RESOURCES COMMITTEE

JANUARY 23, 2015

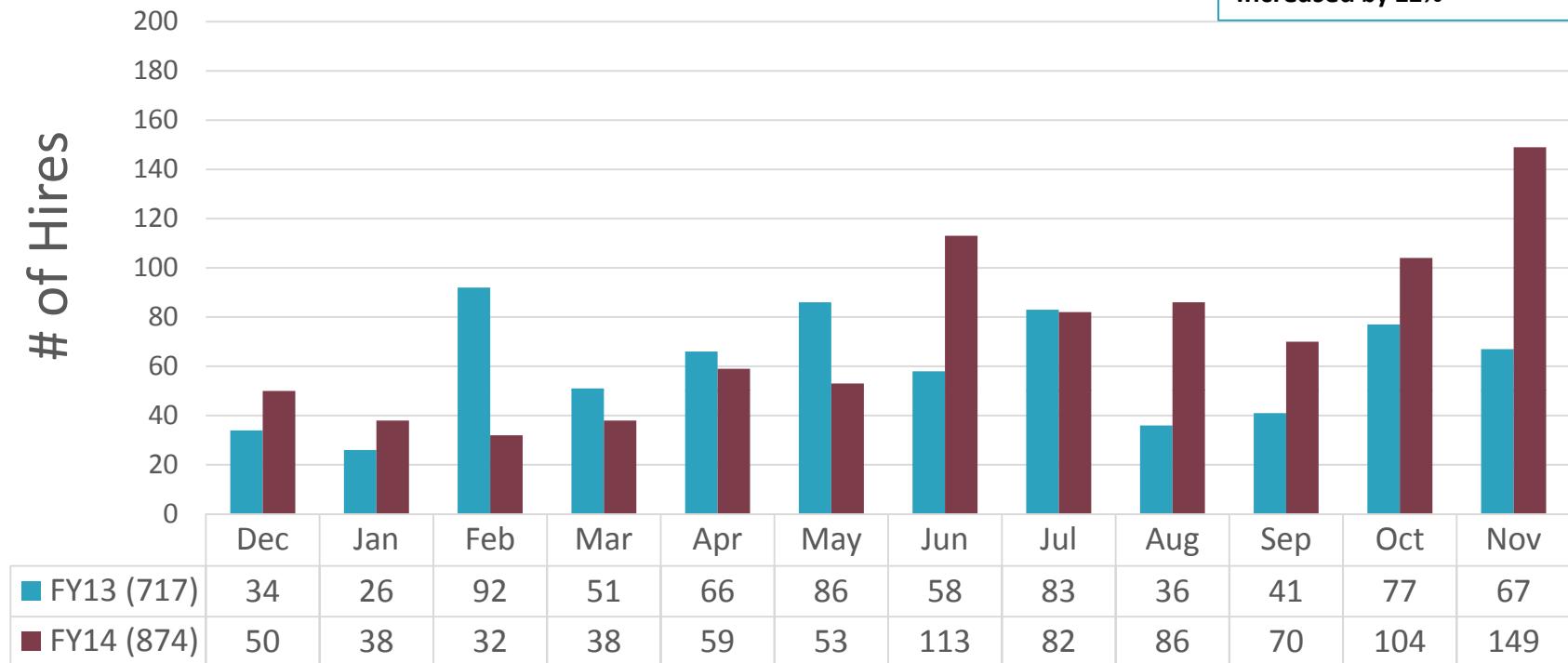
Gladys Lopez, Chief of Human Resources



FY14 Hires: Year End

COMPARISON OF VACANCIES FILLED

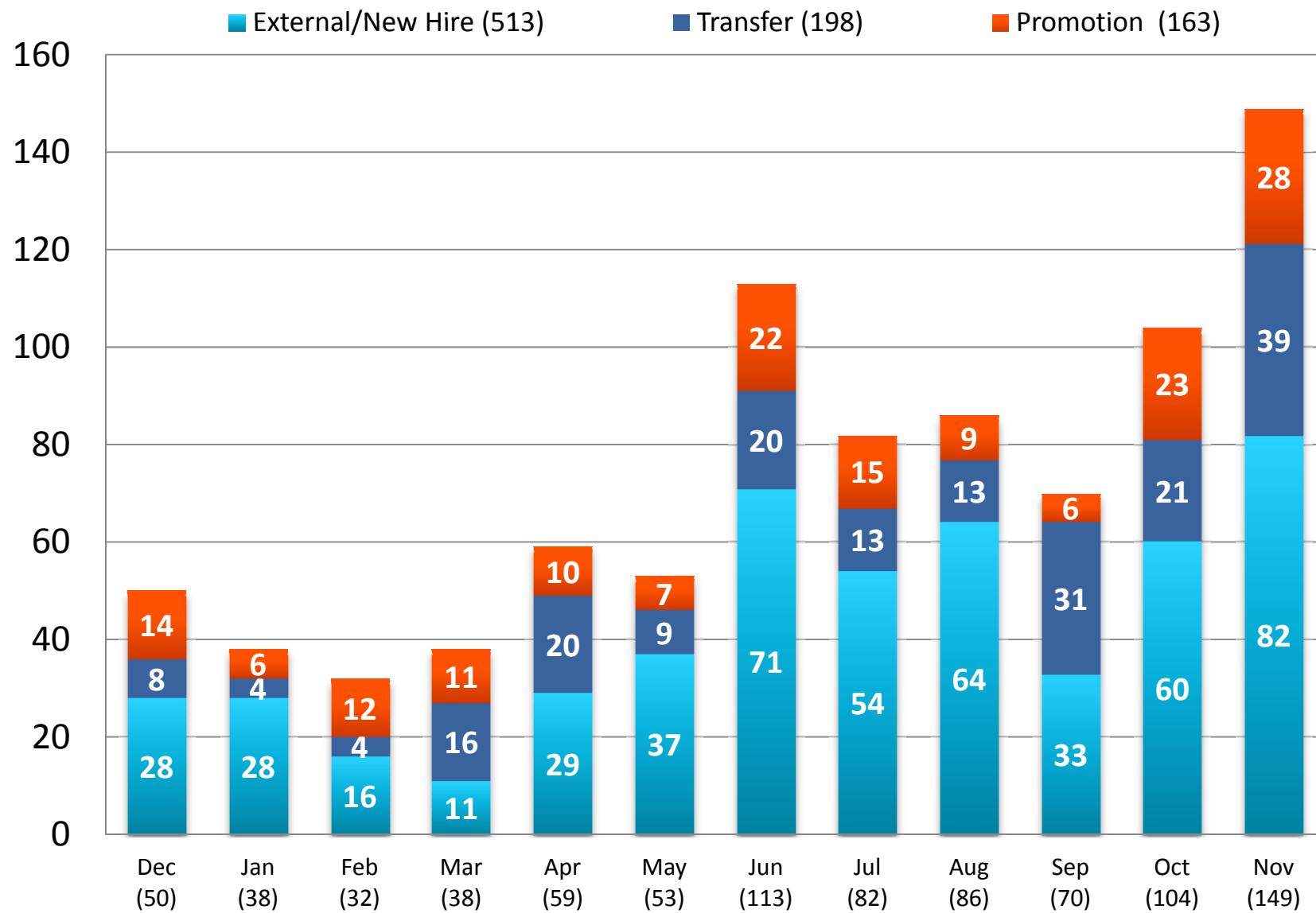
VACANCIES FILLED



FY14 Vacancies Filled by Job Function

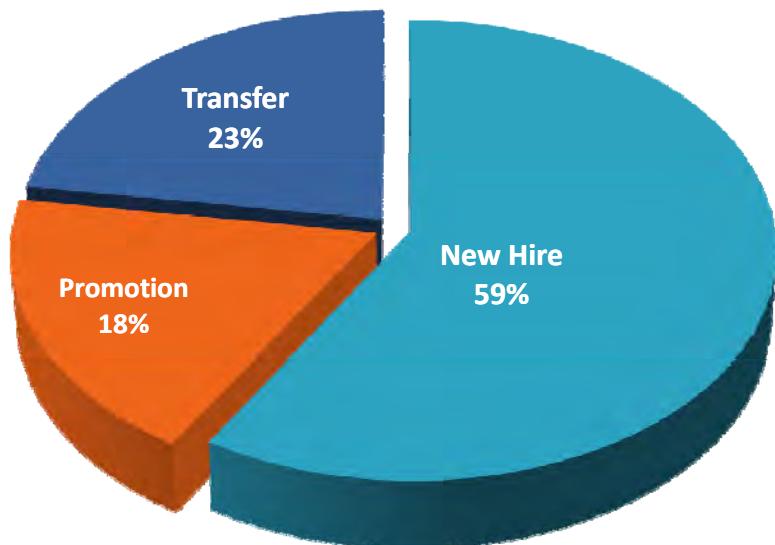
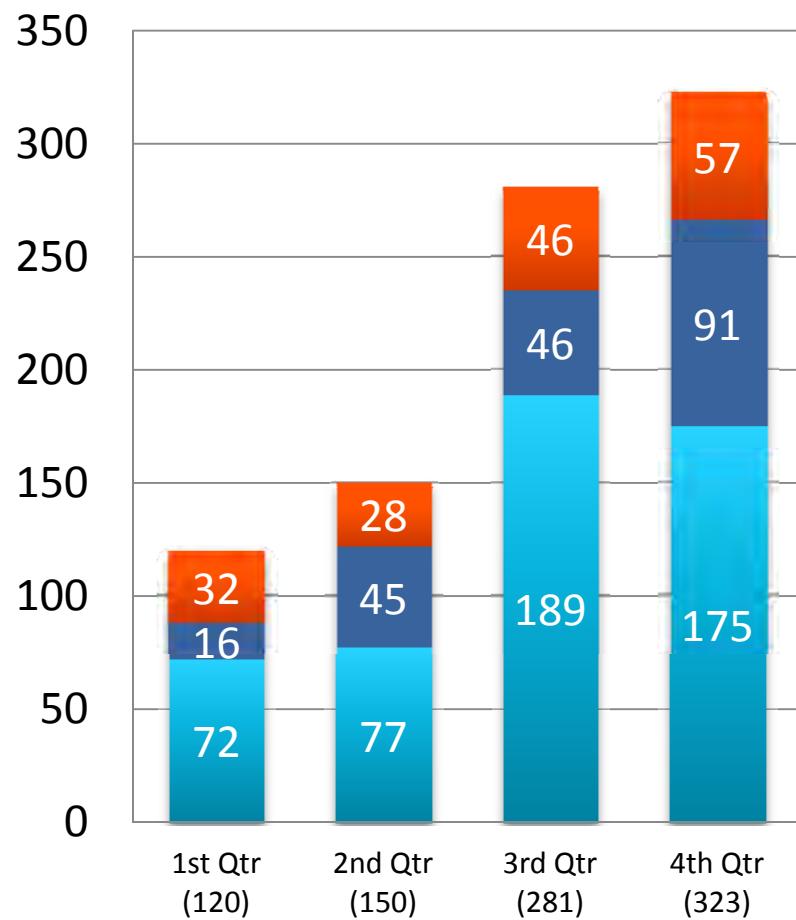
Quarter Ended	1 st Qtr.	2 nd Qtr.	3 rd Qtr.	4 th Qtr.	Total
Job Function					
Licensed Practice Nurses	1	1	14	8	24
Nursing (CNI, CNII, APN, Nurse Coordinator, Clinician)	31	63	100	117	311
Physicians	26	14	32	25	97
Pharmacy	11	9	15	14	49
Other	51	63	120	159	393
Total	120	150	281	323	874

FY14 Vacancies Filled by Hiring Source (874)



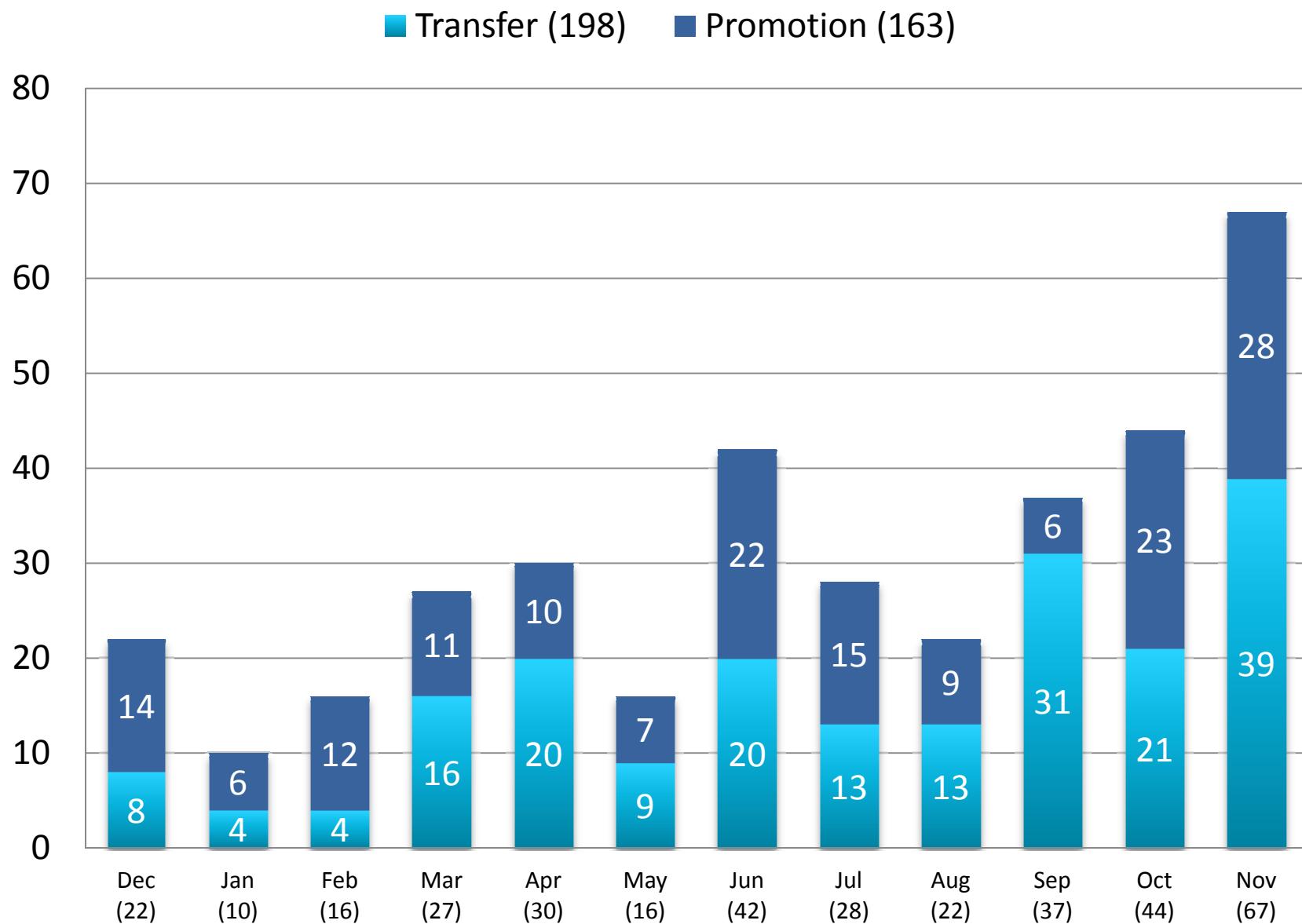
FY14 Vacancies Filled by Quarter (874)

- New Hire (513)
- Transfer (198)
- Promotion (163)



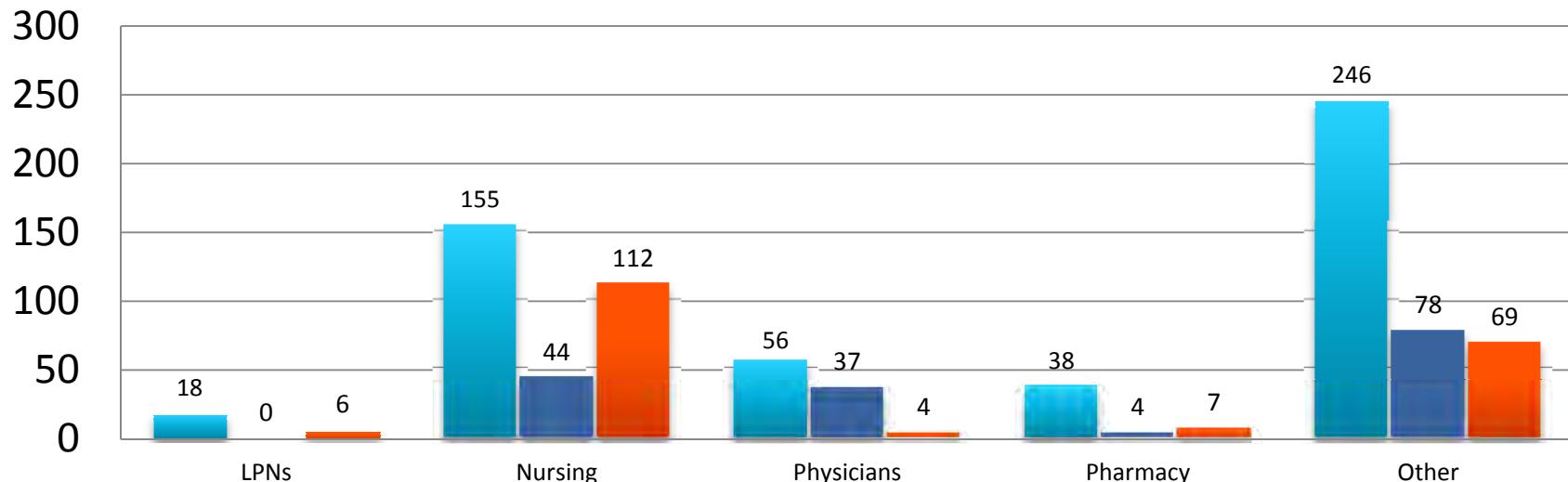
BREAKDOWN OF INTERNAL VACANCIES FILLED

FY14 Vacancies Filled by Internal Candidates (361)

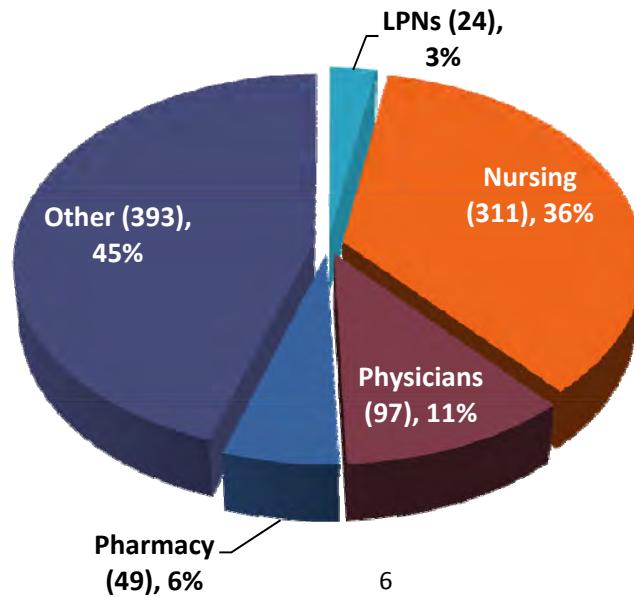


FY14 Vacancies Filled by Job Type

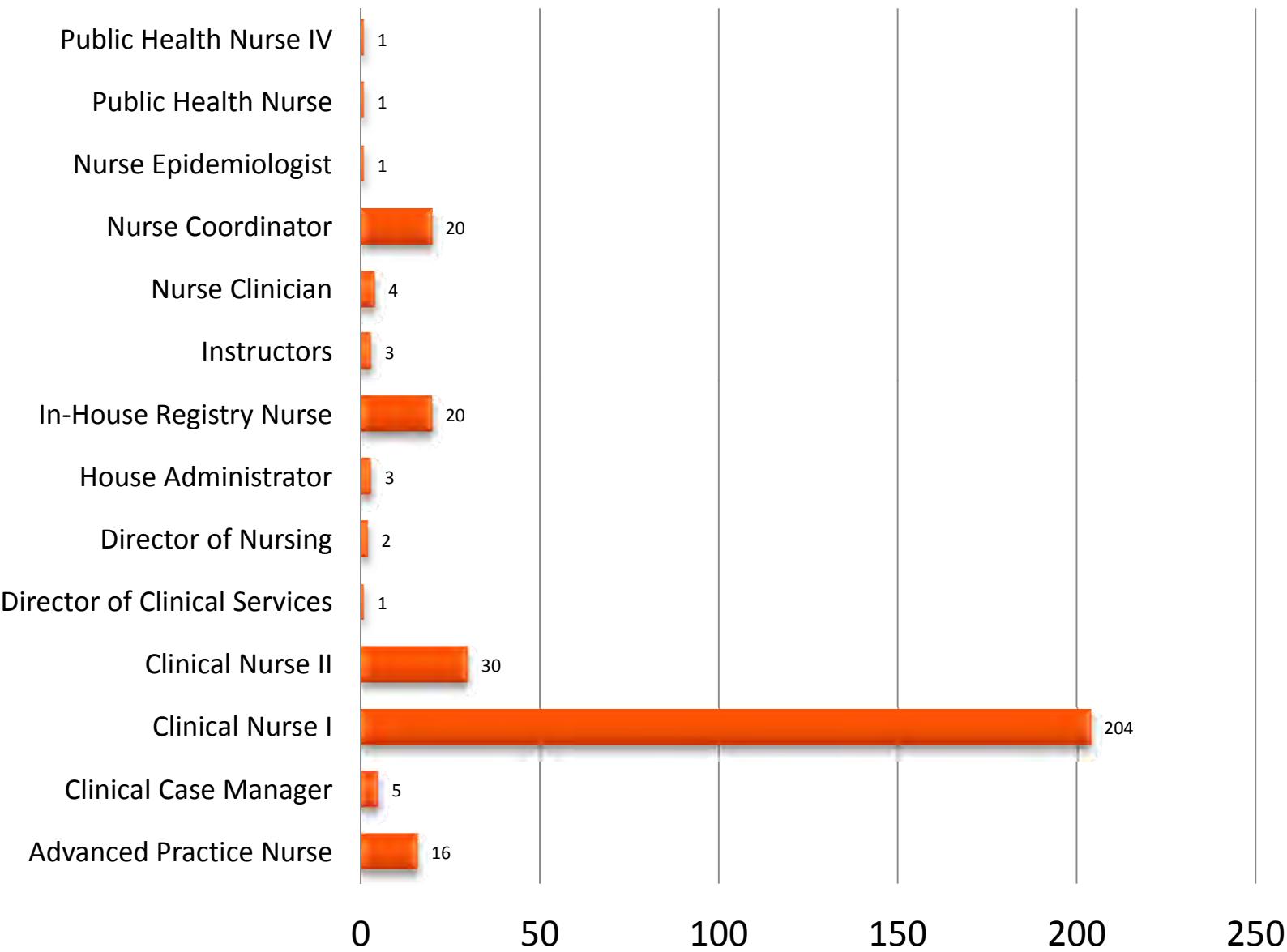
■ New Hire ■ Promotion ■ Transfer



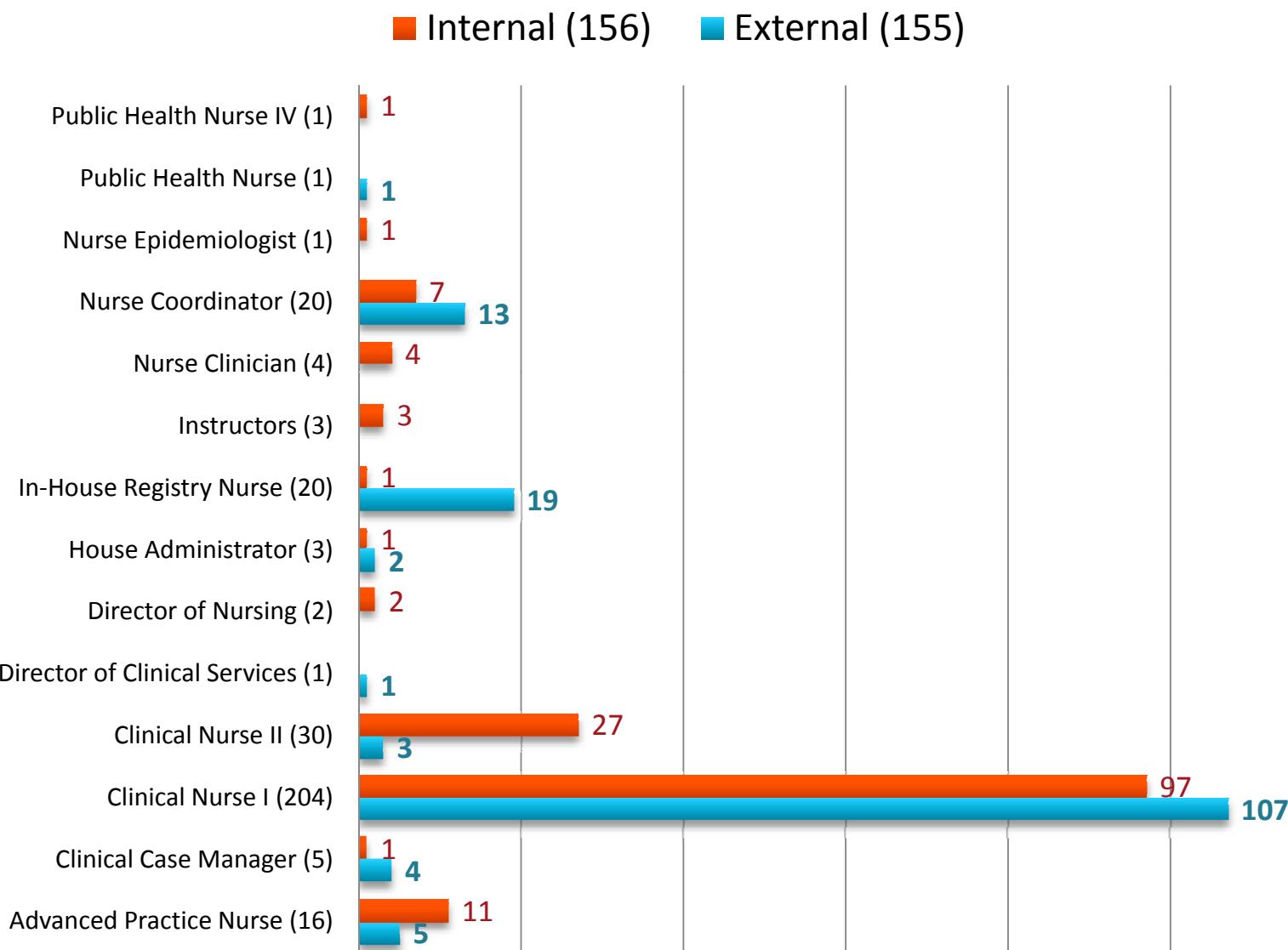
Breakdown of FY14 Vacancies Filled by Job Type



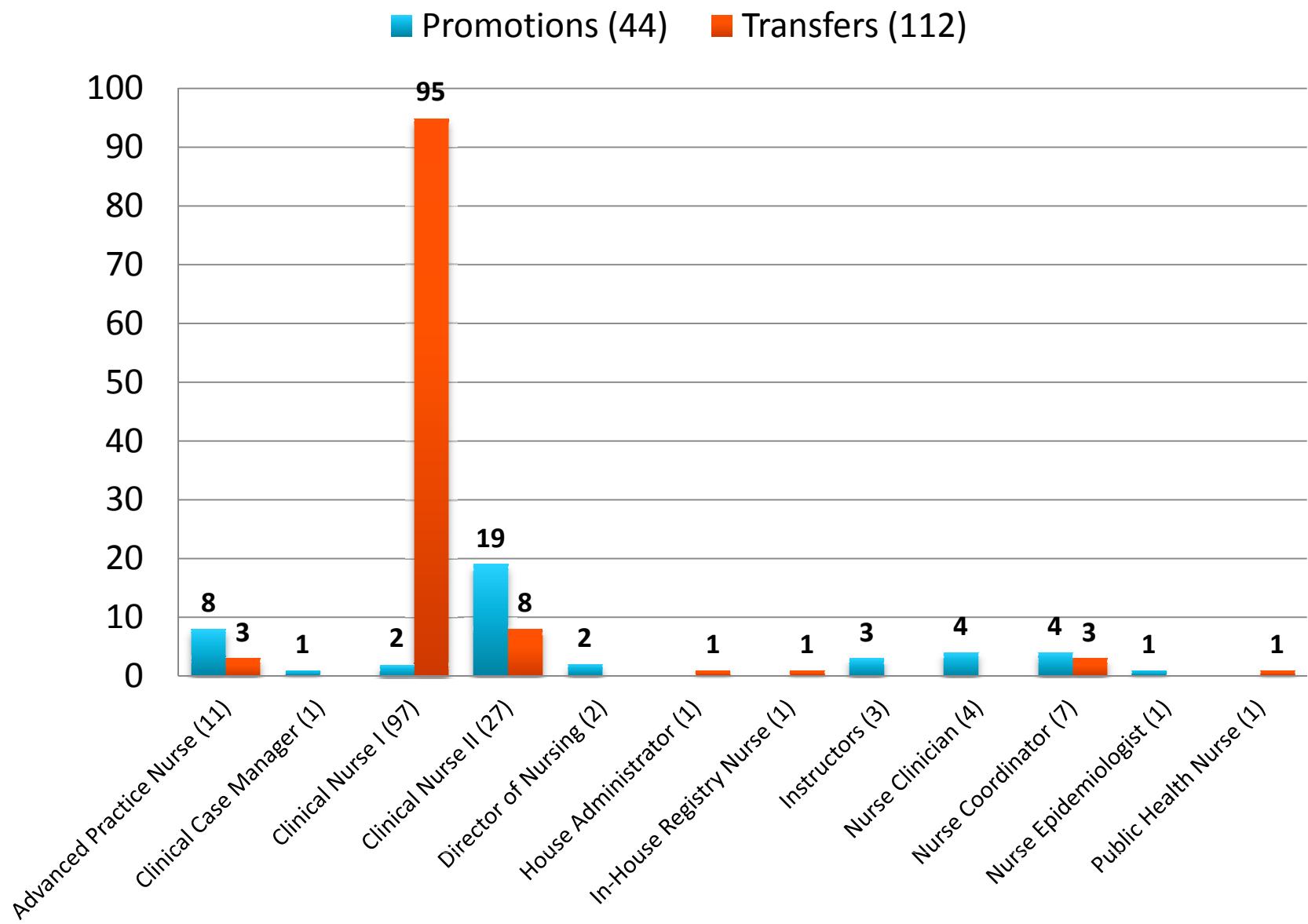
FY14 Nursing Vacancies Filled (311)



FY14 Candidate Source for Licensed Nurses (311)



FY14 Internal Transfers and Promotions of Licensed Nurses (156)

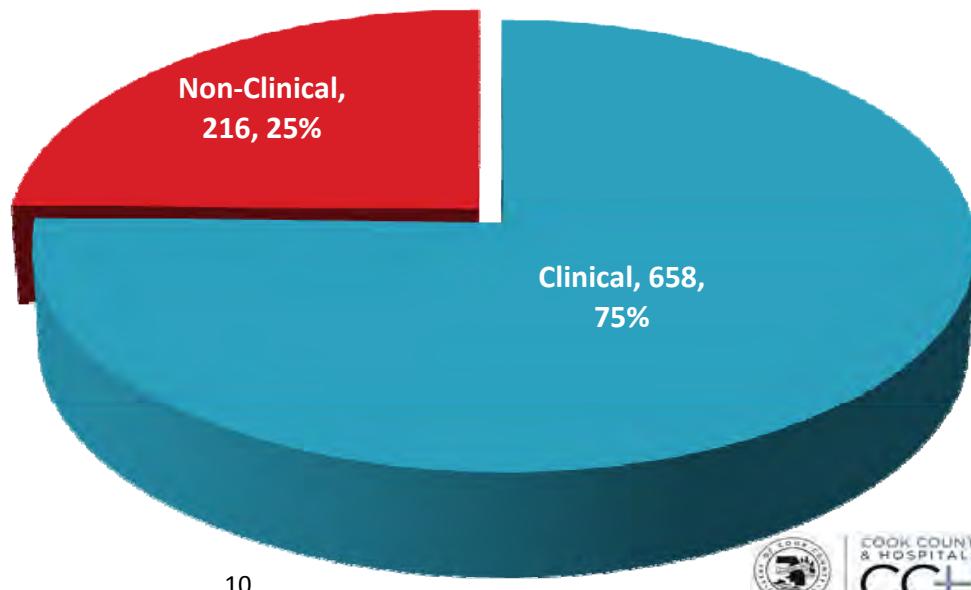


CLINICAL VS NON-CLINICAL VACANCIES FILLED

FY14 Clinical vs. Non-Clinical Vacancies Filled (874)

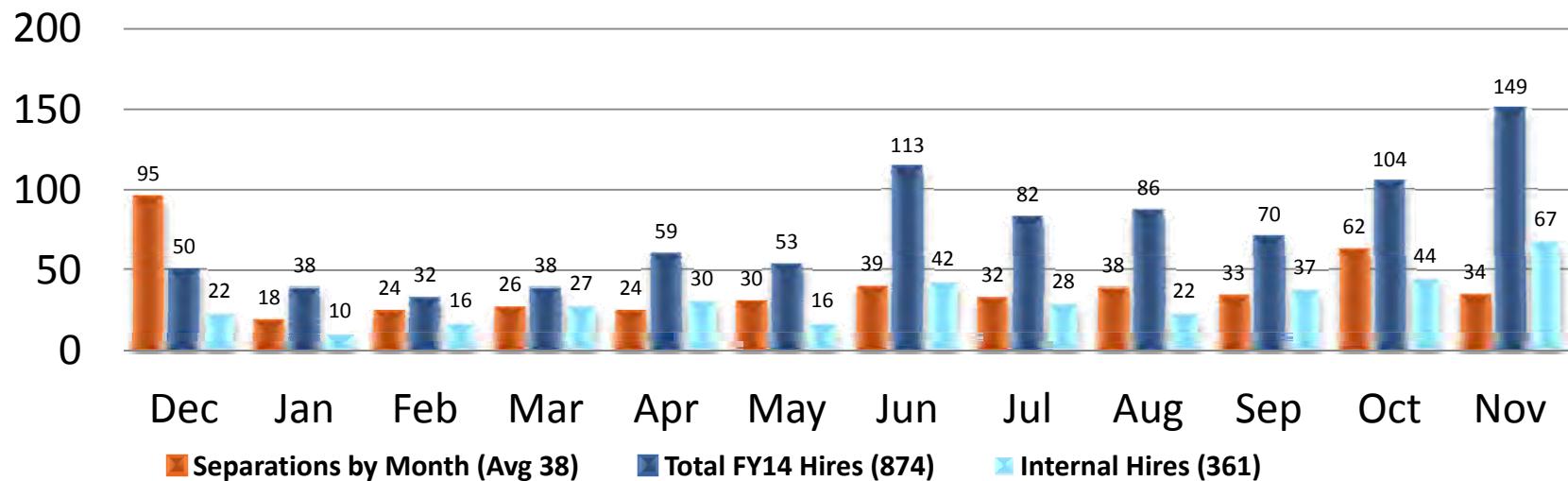
Clinical Classifications / Titles (658)
Assistant Residency Program Coordinator
Attendant Patient Care
Biochemist II
Biomedical Tech
Caseworker V
CAT Technologist
Correctional Medical Technician
Dentistry
Director of Patient Experience
Director, Clinic Cluster, South
EKG Tech
Emergency Response Tech
Emergency Room Technician
Epidemiologist
Histotechnologist
Laboratory
Licensed Practical Nurse II
Medical Assistant
Medical Social Workers
Medical Staff Services Liaison
Medical Technologist
Mental Health Specialist
MRI Tech
Nursing
Occupational Therapist
Operating Room Technician
Ophthalmology Vision Tech
Orthopedic Technologist
Pathologist Extender
Patient Care Attendant
Patient Service Coordinator
Pharmacy
Physical Therapist
Physician Assistant
Physicians
Radiology
Respiratory
Special Procedures Tech
Speech Language Pathologist
Sterile Processing Tech
Ultrasound Tech
Ward Clerk

Non-Clinical Classifications / Titles (216)
Building Service Worker
Business Manager
Business Office Supervisor
Clerical / Administrative
Compliance
Finance
Food Service / Dietary
Hospital Police Officer / Security
Human Resources / Labor Relations
Information Technology
Leadership / Management
Manager of Provider Relations, Managed Care
Procurement / Supply Chain
Project Director V
Residency Program Coordinator
Site Manager I
Trades

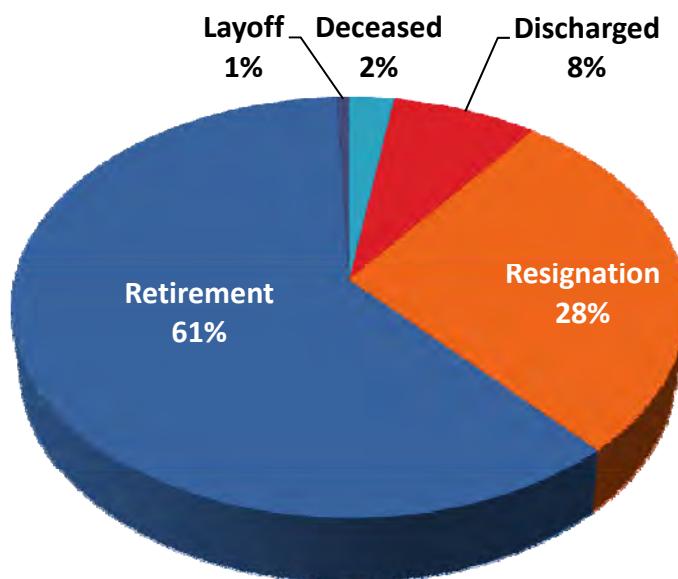


SEPARATIONS

2014 Separations & Hires



Separations by Reason



NEW BEGINNINGS

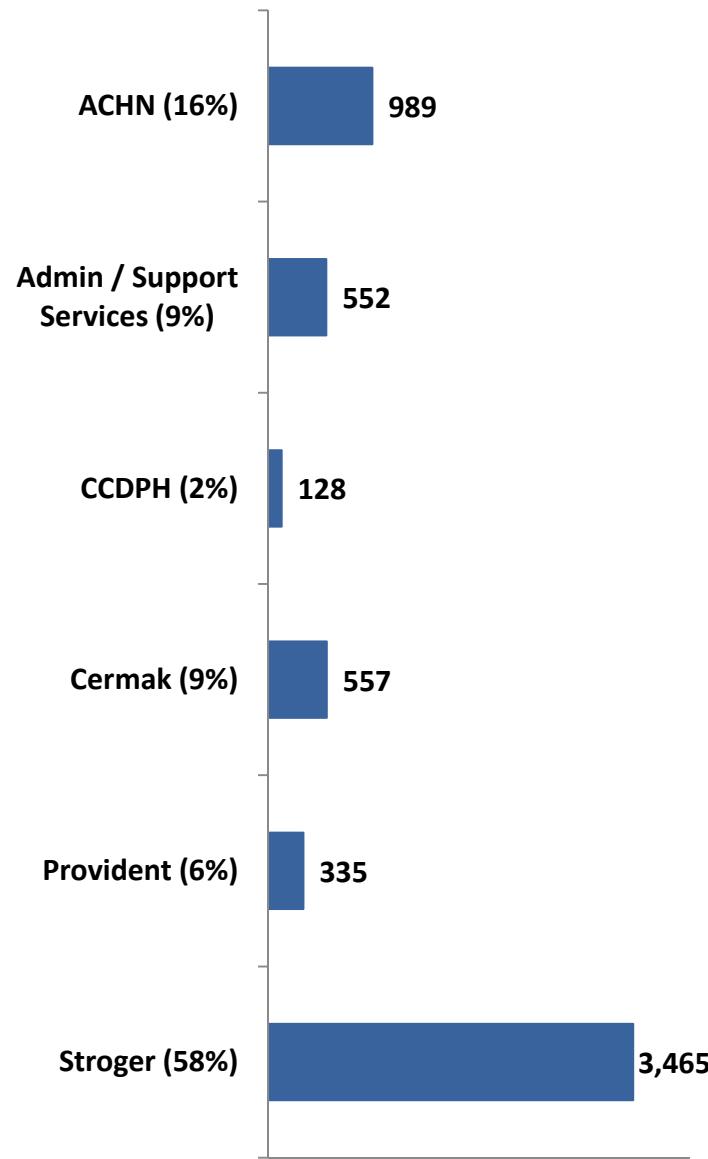
FY2015



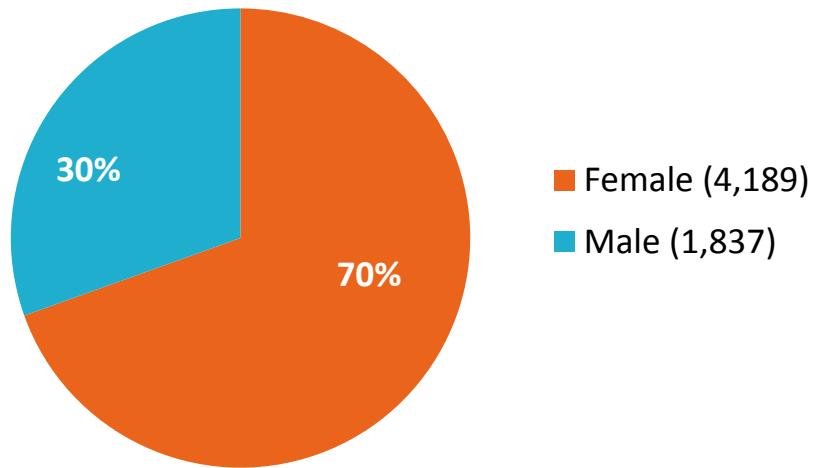
COOK COUNTY HEALTH
& HOSPITALS SYSTEM
CCHHS

CCHHS Employee Diversity Report (Data as of 12/03/14)

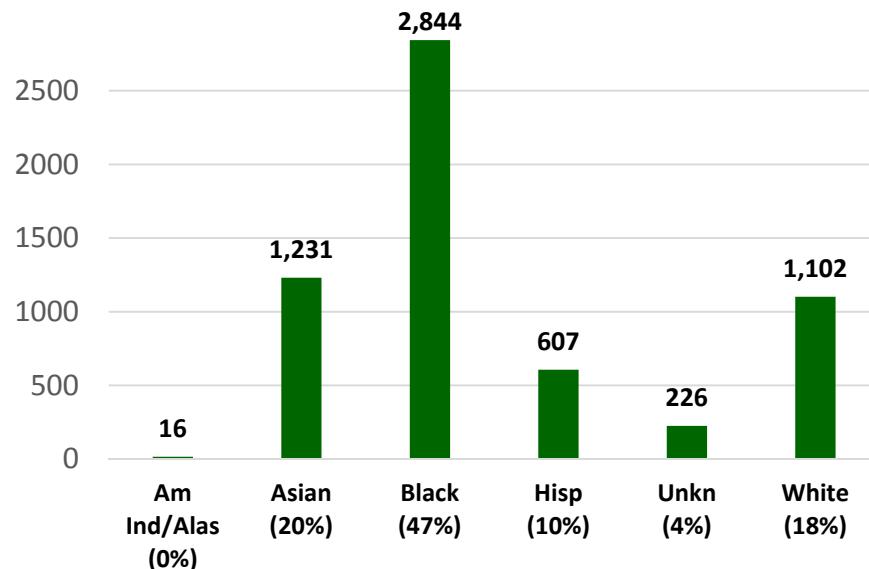
FY14 (6,026)



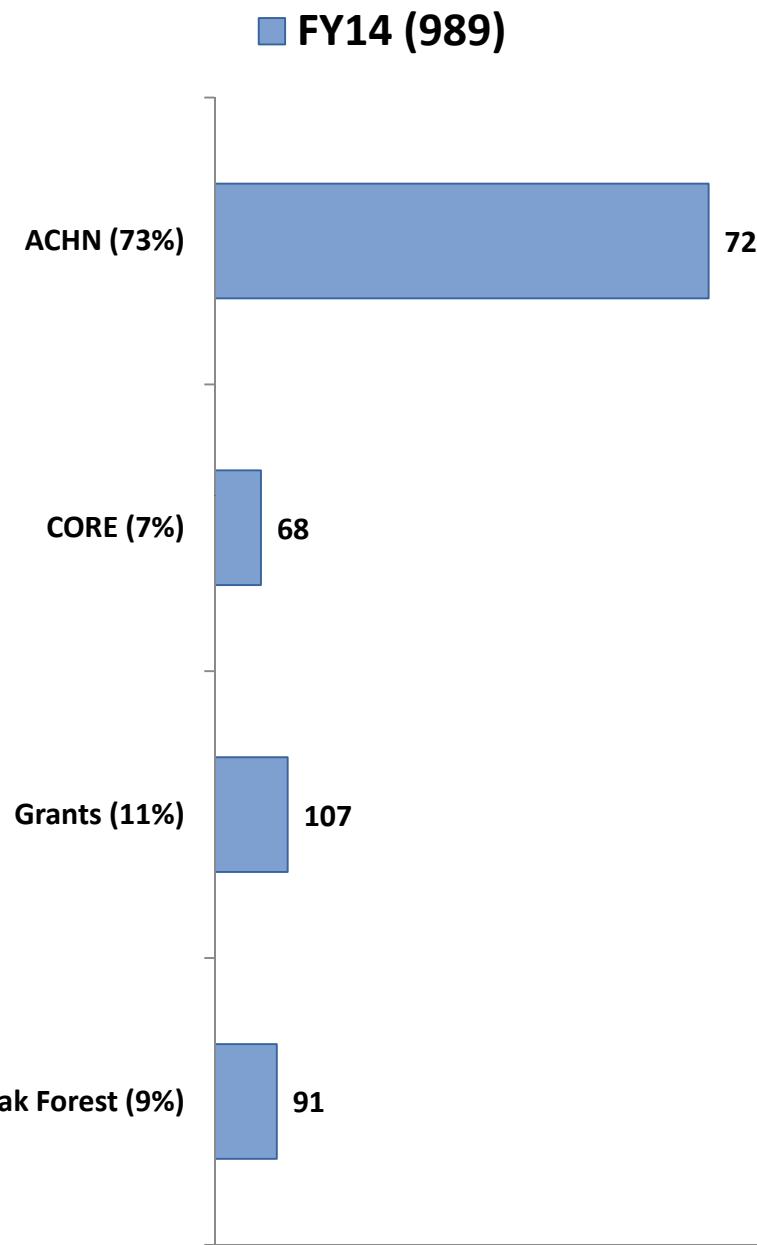
Gender



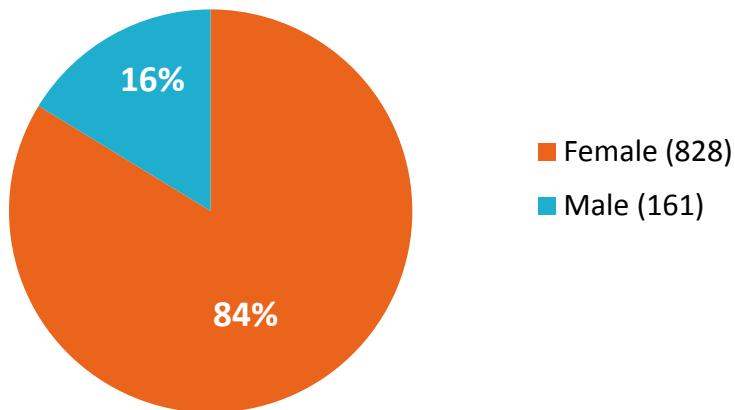
Race/Ethnicity



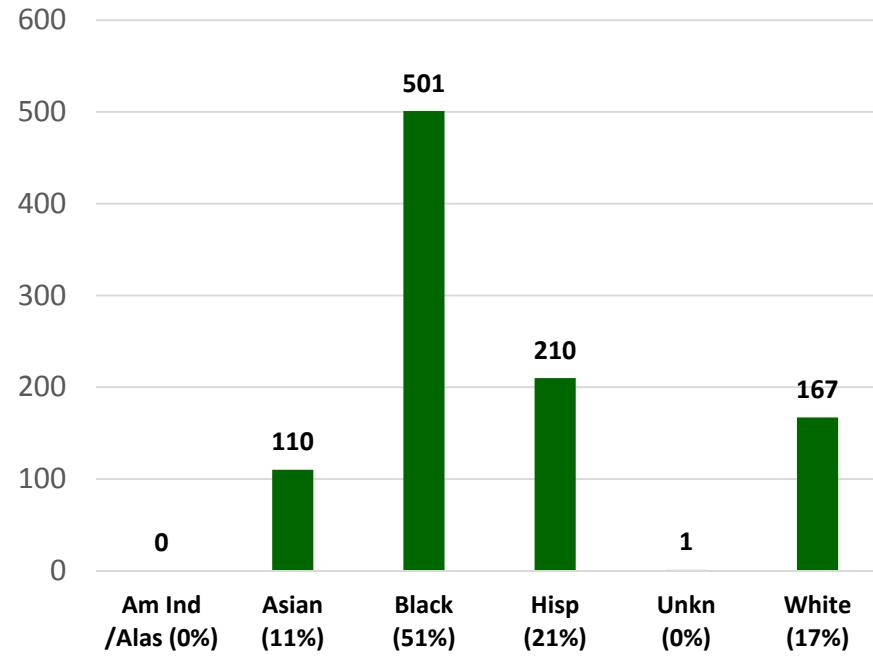
ACHN Employee Diversity Report (Data as of 12/03/14)



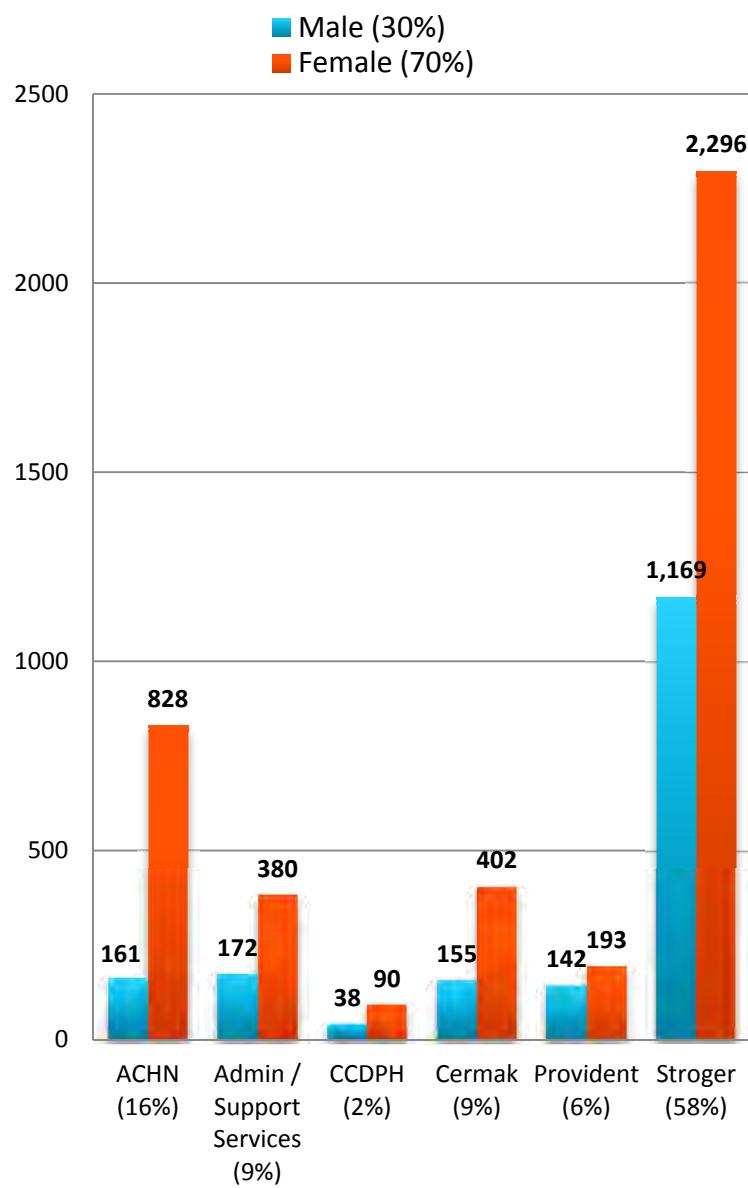
Gender



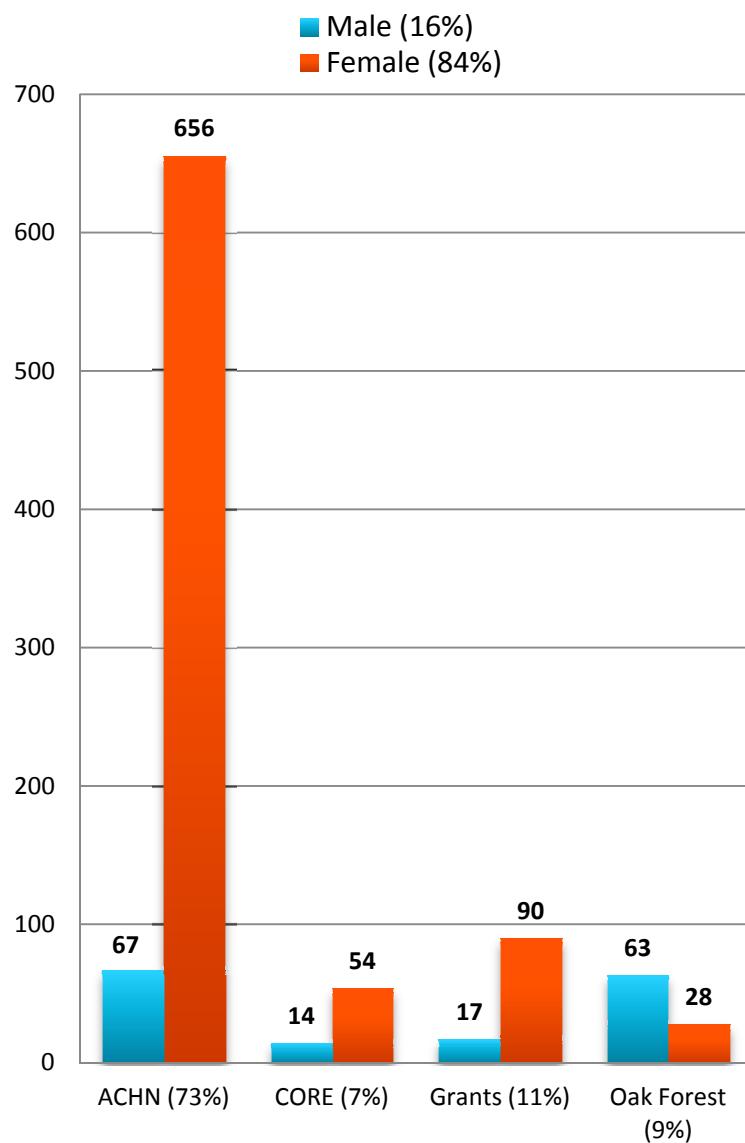
Race/Ethnicity



CCHHS Employees By Gender

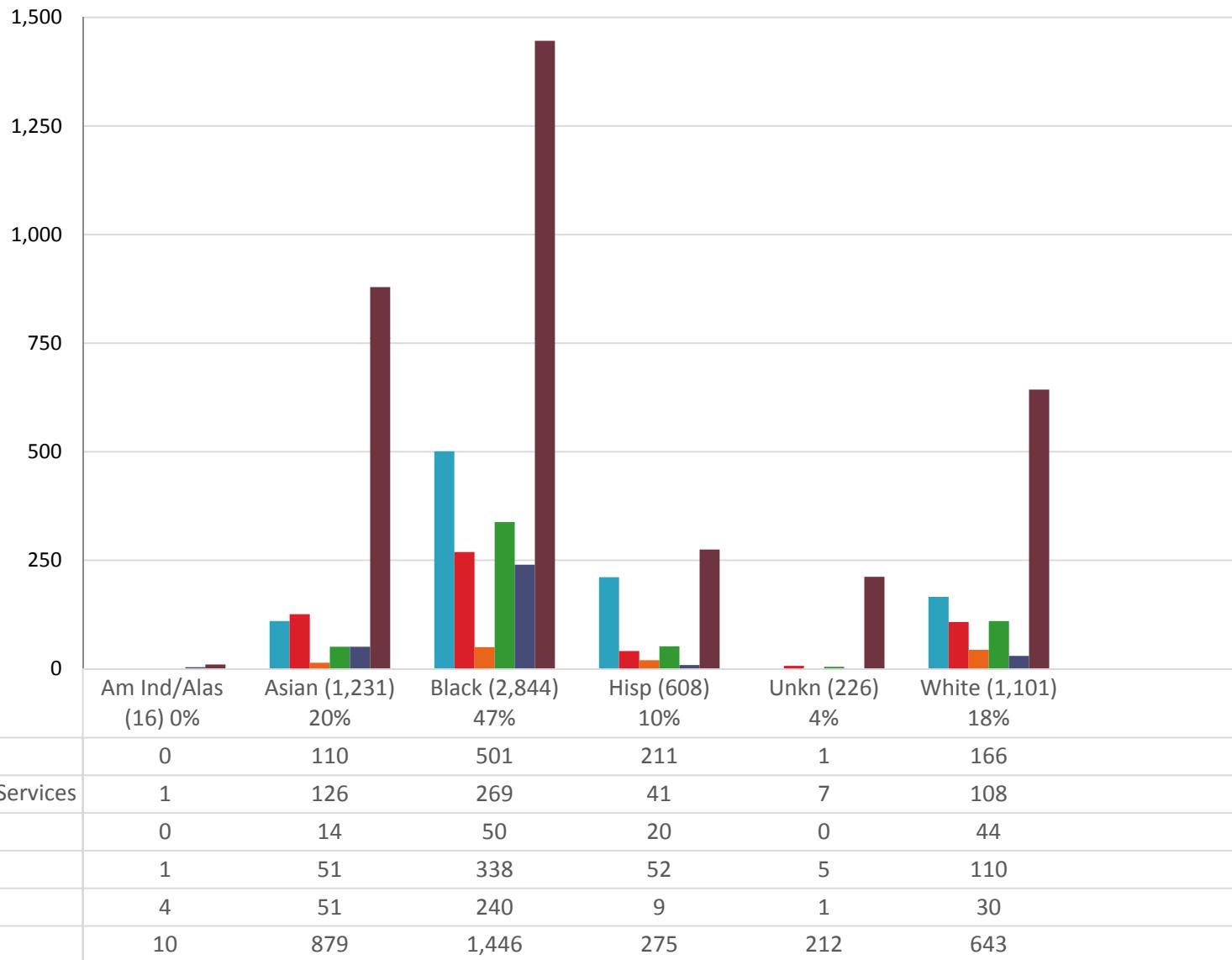


ACHN Employees By Gender



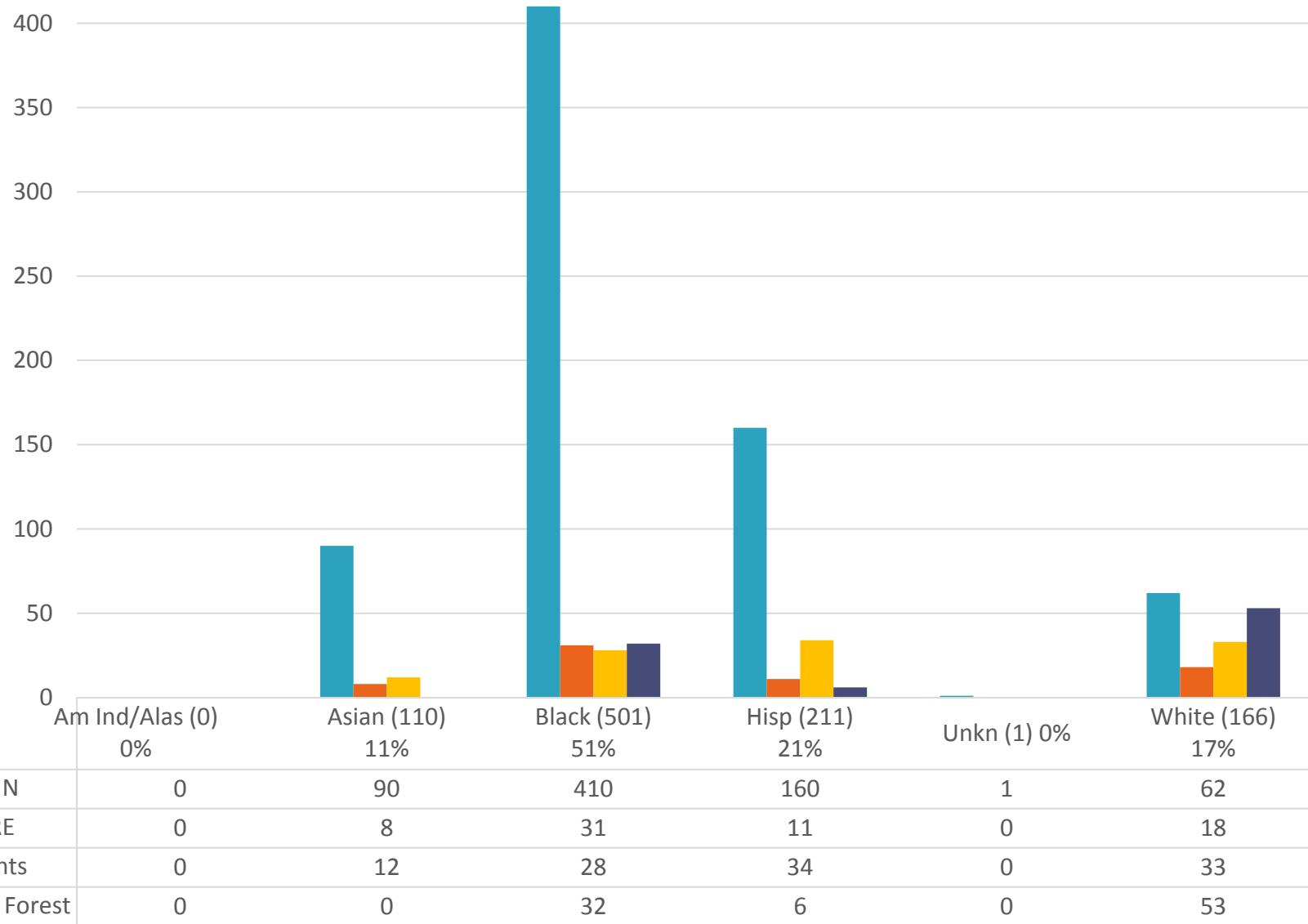
CCHHS Employee by Race/Ethnicity

■ ACHN ■ Admin / Support Services ■ CCDPH ■ Cermak ■ Provident ■ Stroger



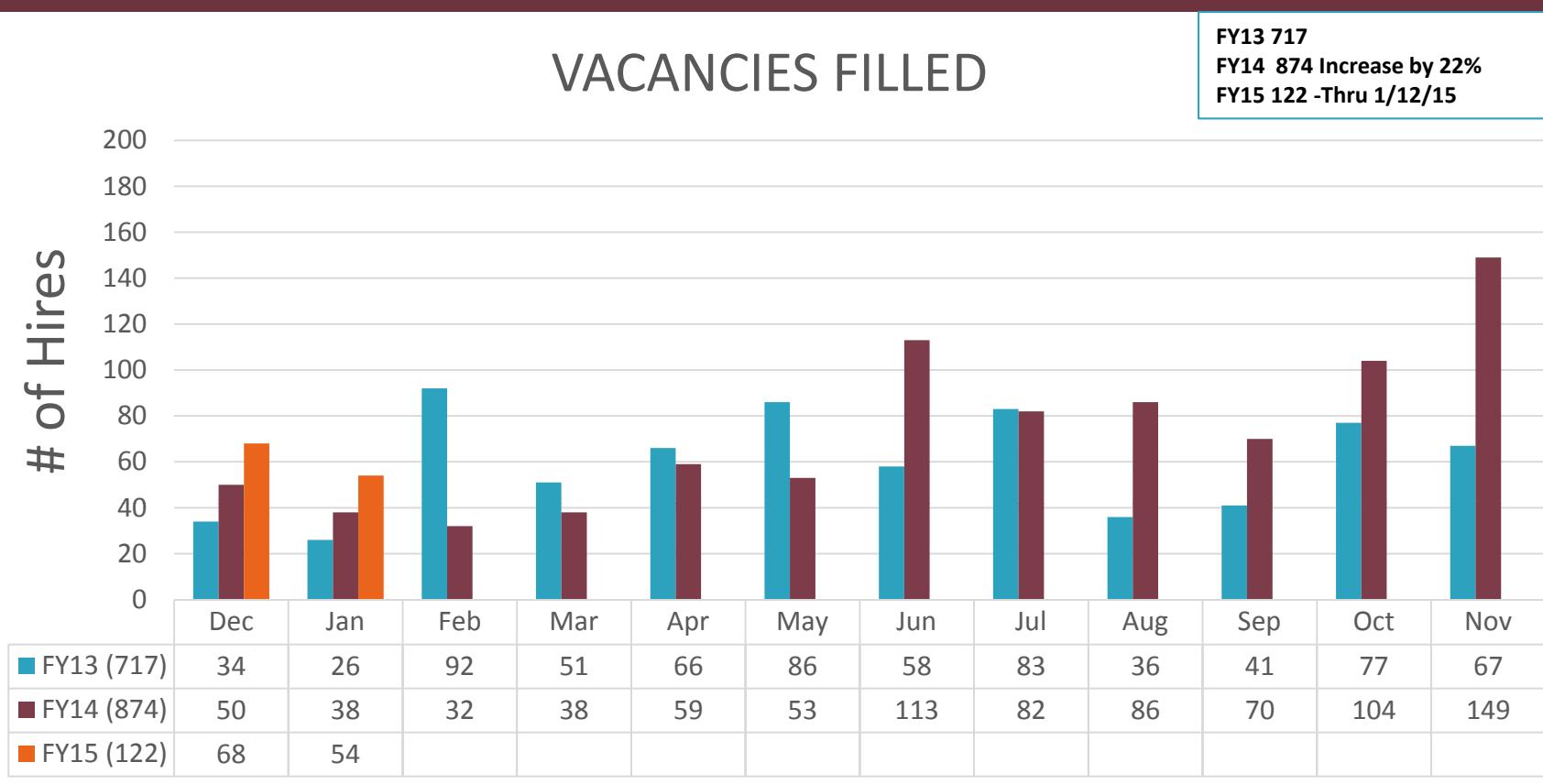
ACHN Employee by Race/Ethnicity

■ ACHN ■ CORE ■ Grants ■ Oak Forest



FY15 Hires: Comparison of FY13, FY14 to FY15 (through 01/12/15)

COMPARISON OF VACANCIES FILLED

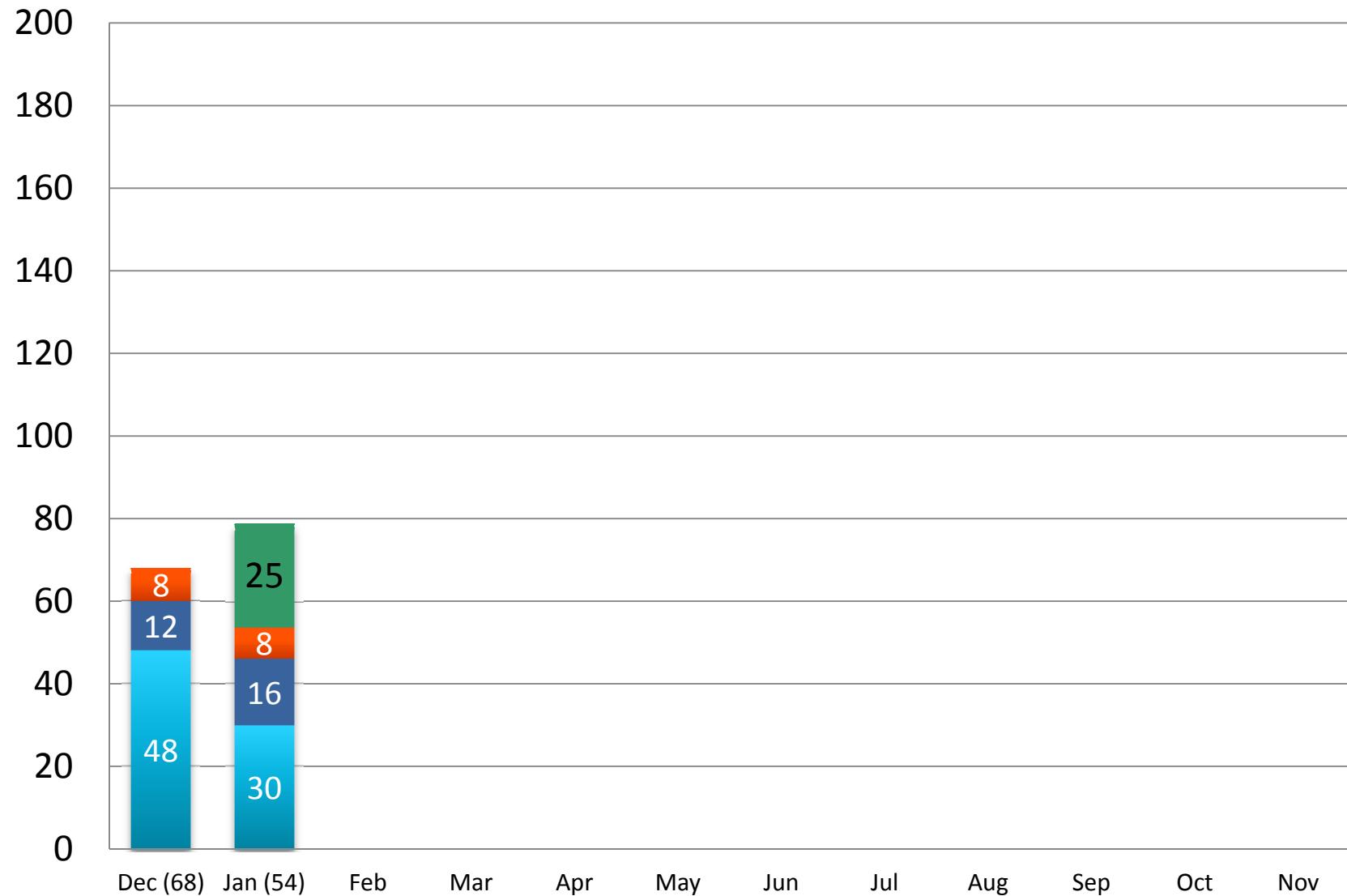


FY15 Vacancies Filled by Job Function

Quarter Ended	FY14	Data Thru 01/12/15	1 st Qtr.	2 nd Qtr.	3 rd Qtr.	4 th Qtr.	Total
Job Function							
Licensed Practice Nurses	24	2					
Nursing (CNI, CNII, APN, Nurse Coordinator, Clinician)	311	40					
Physicians	97	7					
Pharmacy	49	1					
Other	393	72					
Total	874	122					

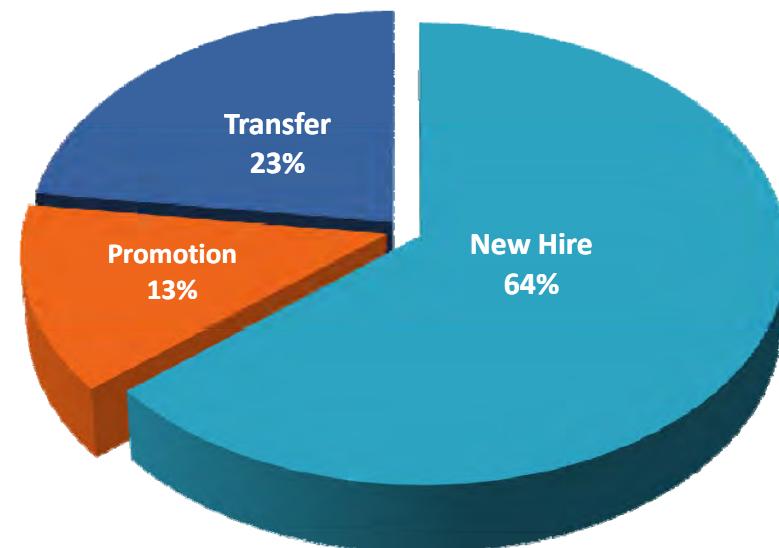
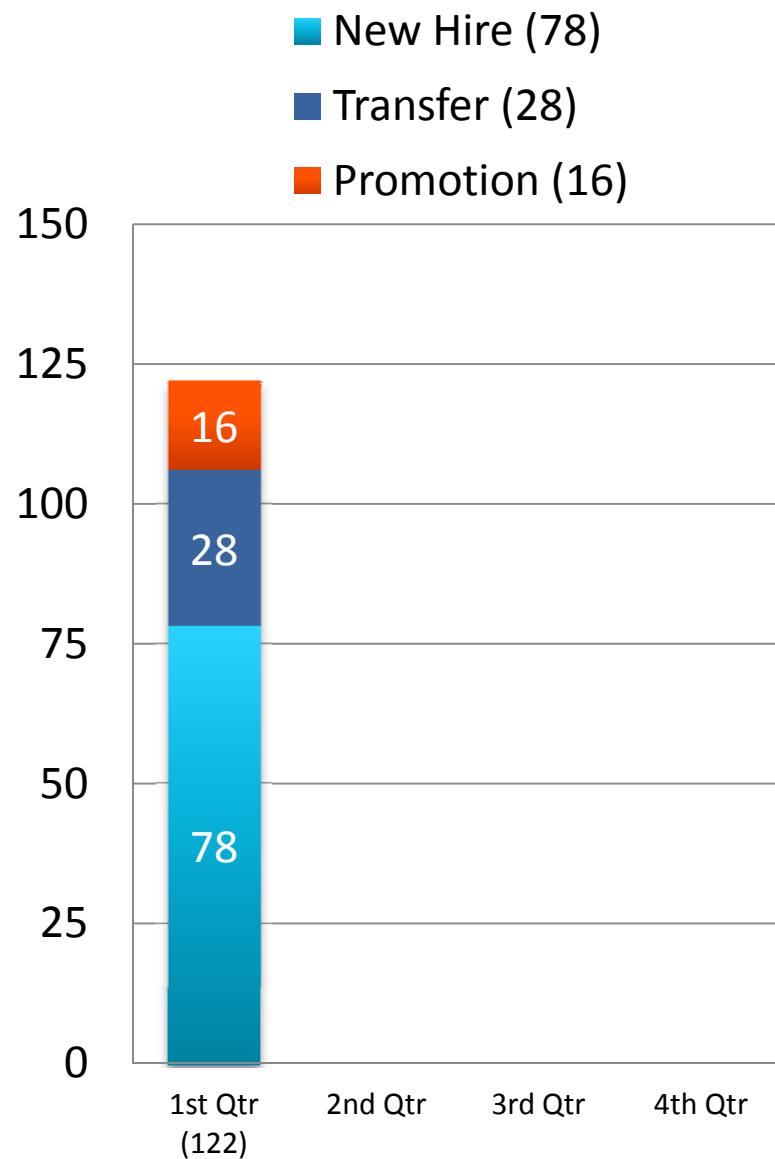
FY15 Vacancies Filled by Hiring Source (122)

■ External/New Hire (78) ■ Transfer (28) ■ Promotion (16) ■ Pending (25)

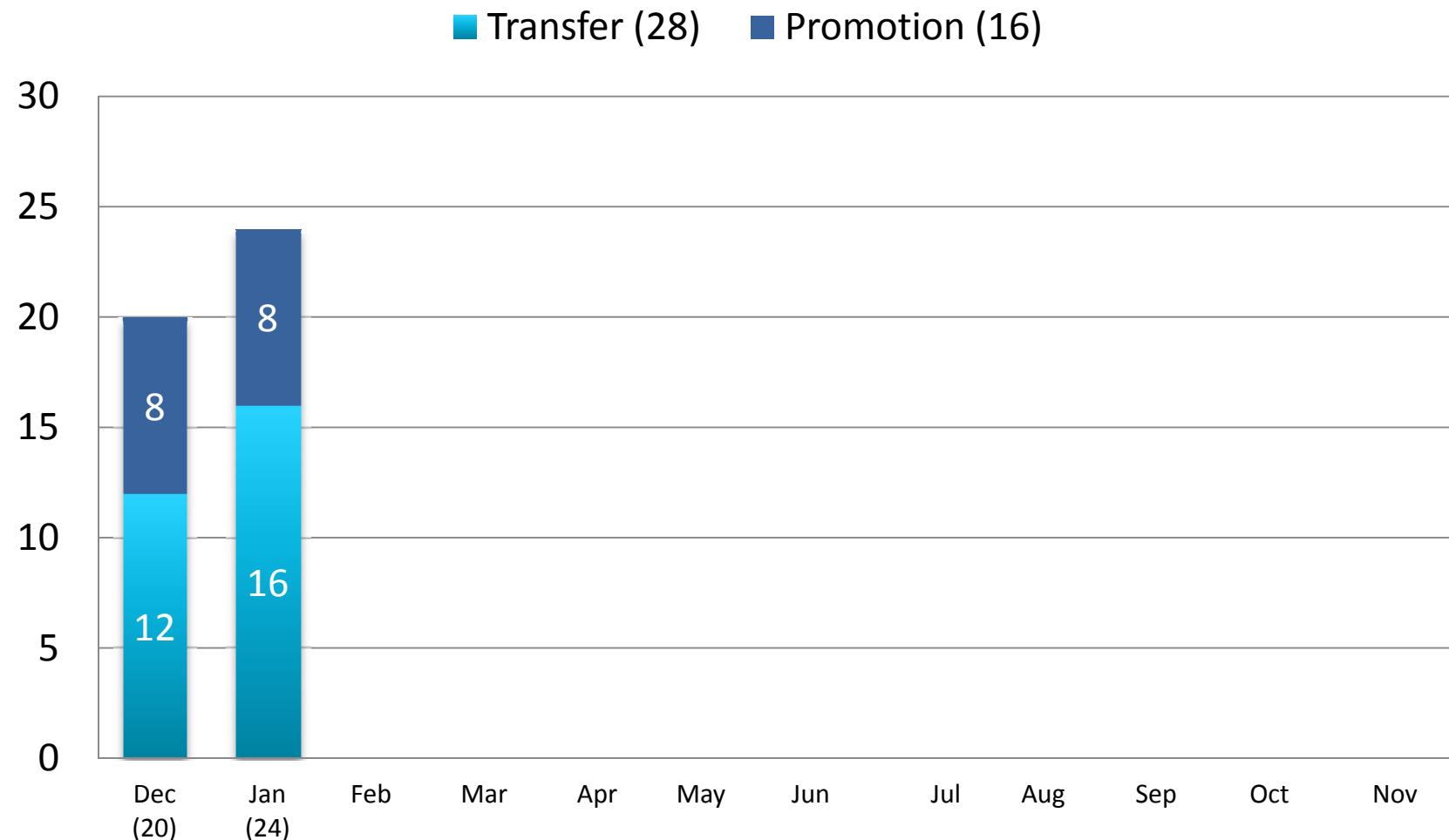


FY15 Vacancies Filled by Quarter (122)*

*Data is through 01/12/15 of the First Quarter of FY15



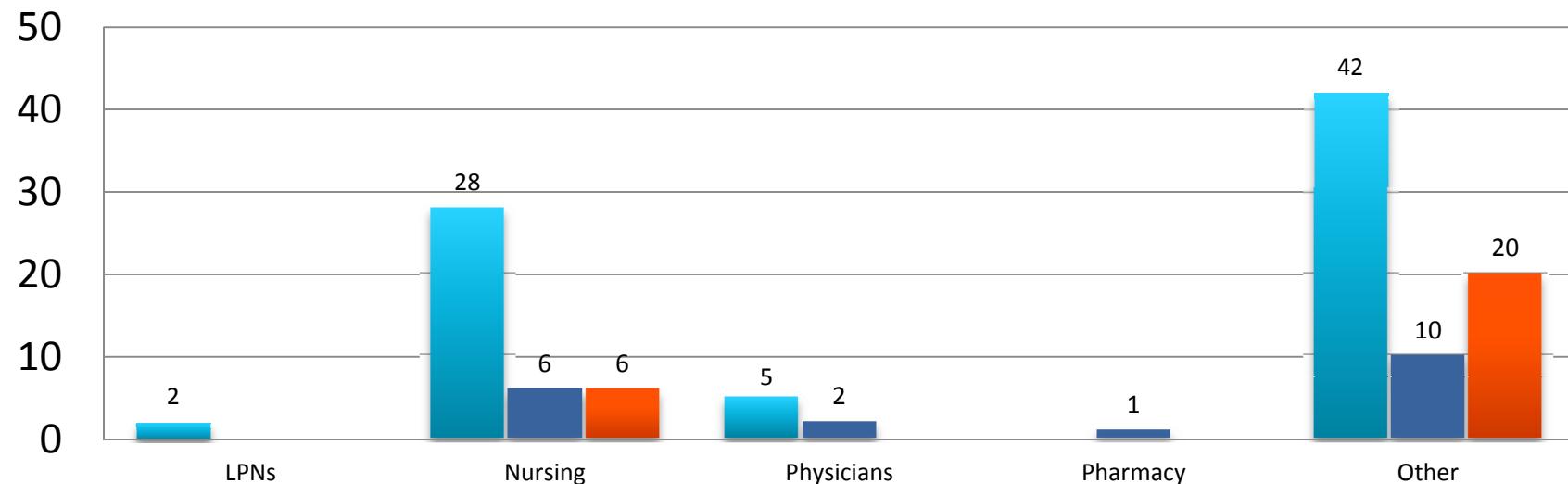
FY15 Vacancies Filled by Internal Candidates (44)



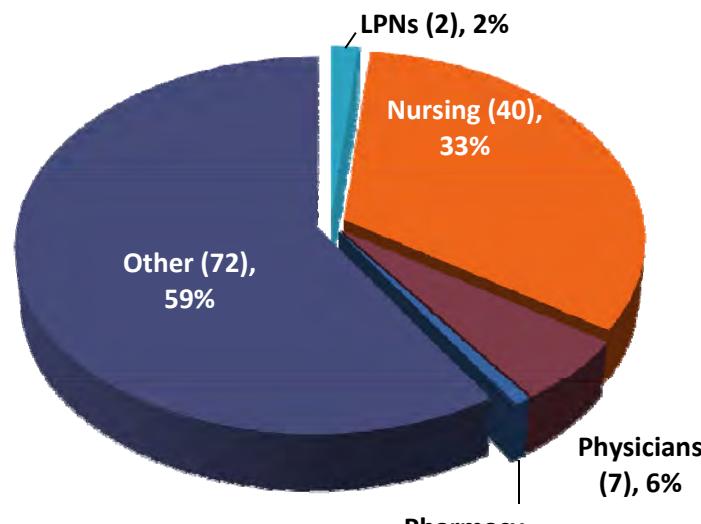
Transfer	12	8								
Promotion	8	16								
FY15	20	24								

FY15 Vacancies Filled by Job Type

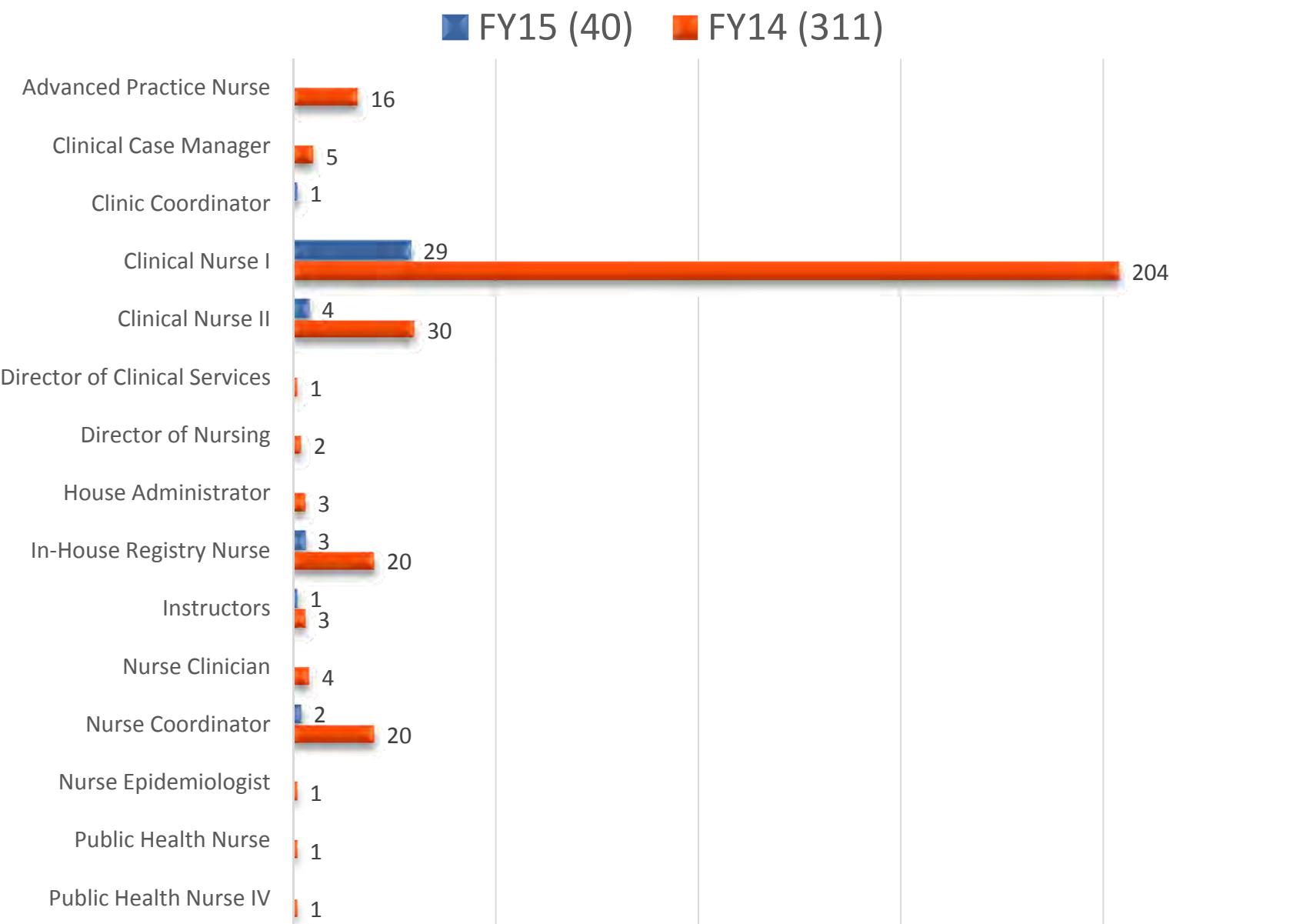
■ New Hire ■ Promotion ■ Transfer



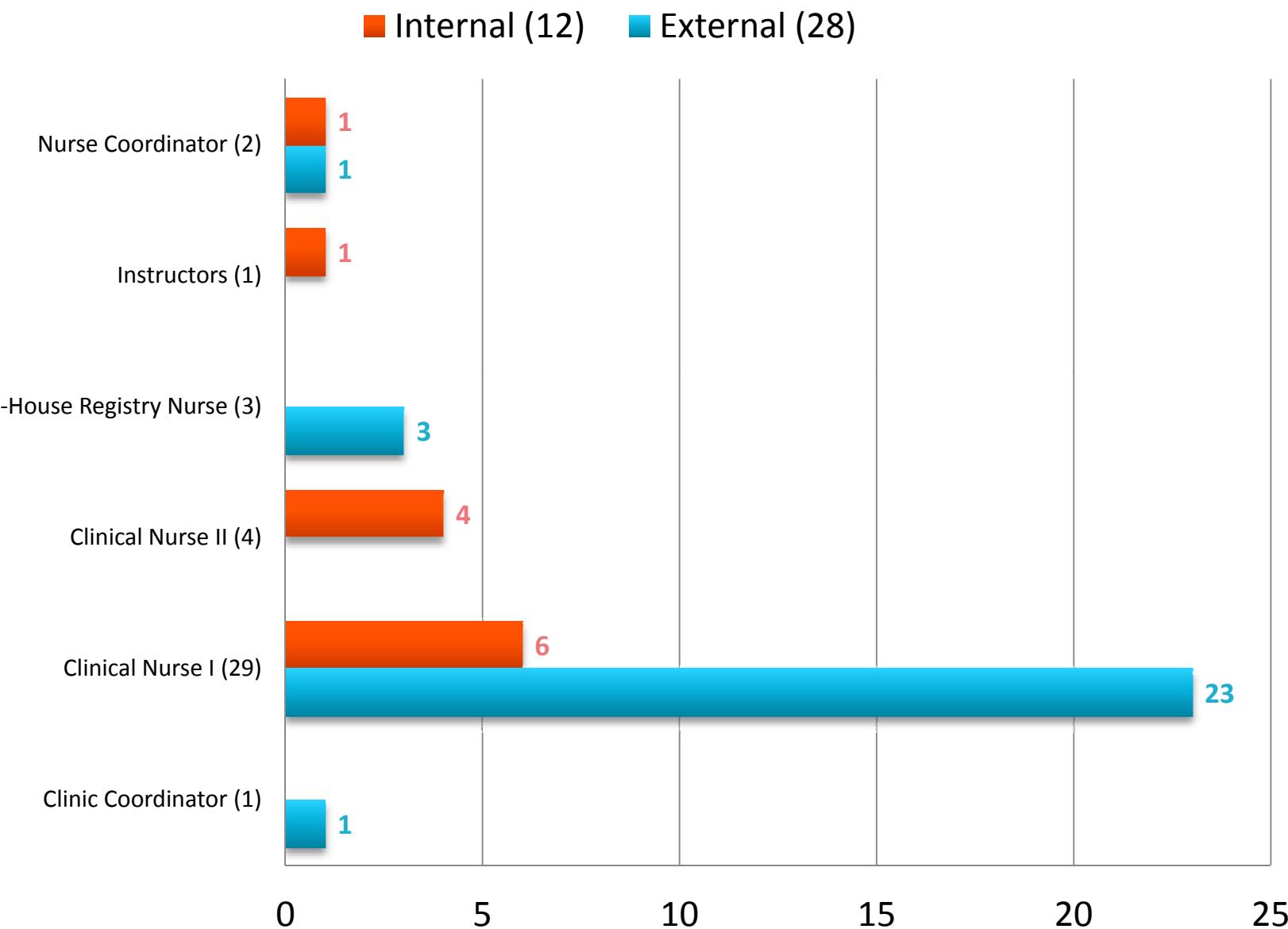
Breakdown of FY15 Vacancies Filled by Job Type



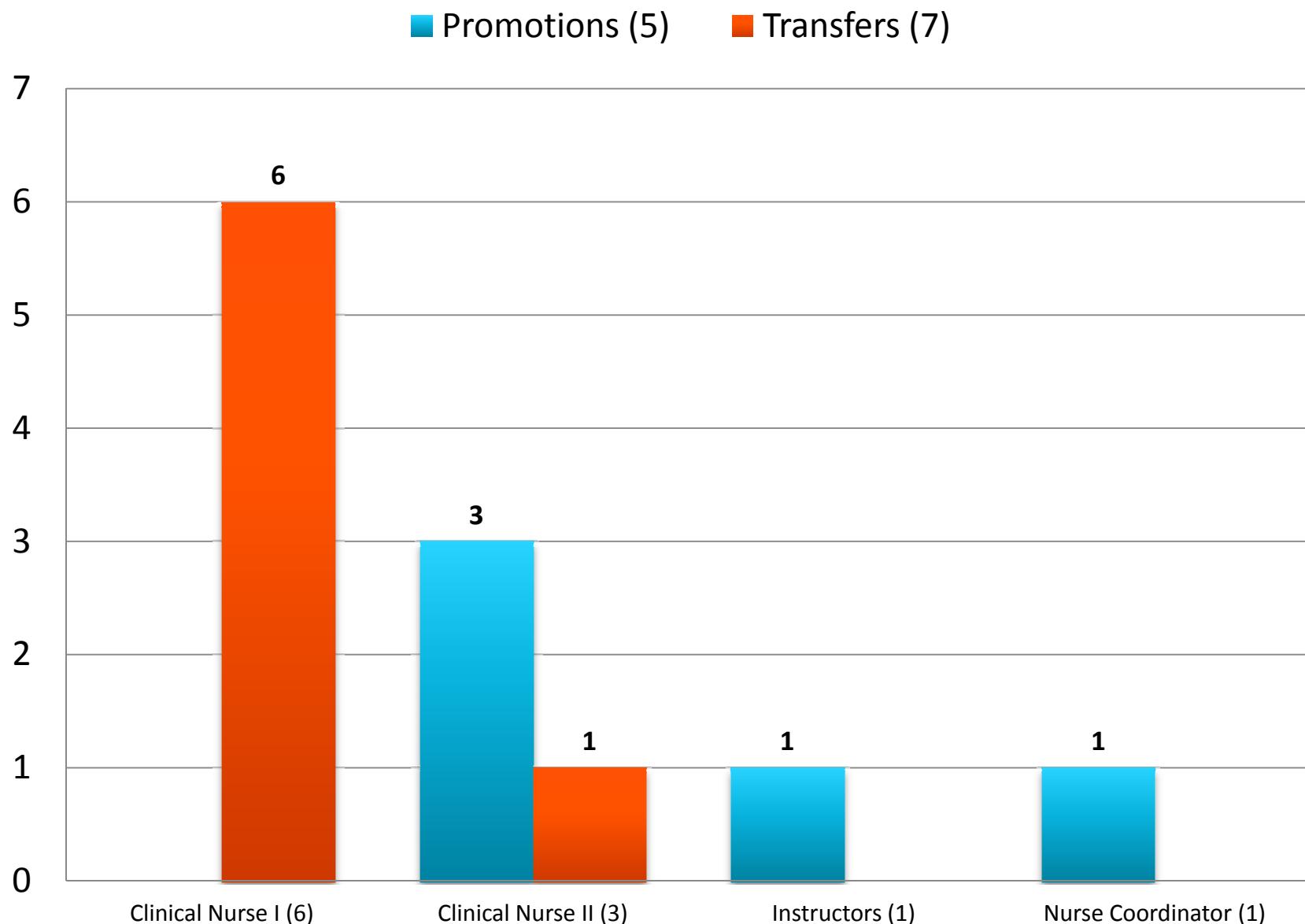
Comparison of Nursing Vacancies Filled – FY 14 (311) to FY15 (40)



FY15 Candidate Source for Licensed Nurses (40)



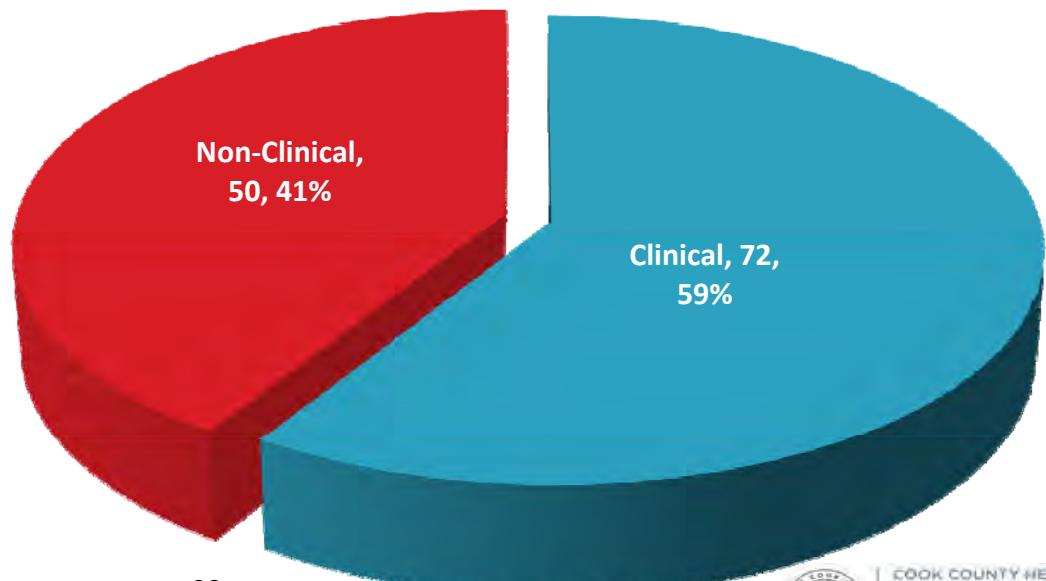
FY15 Internal Transfers and Promotions of Licensed Nurses (12)



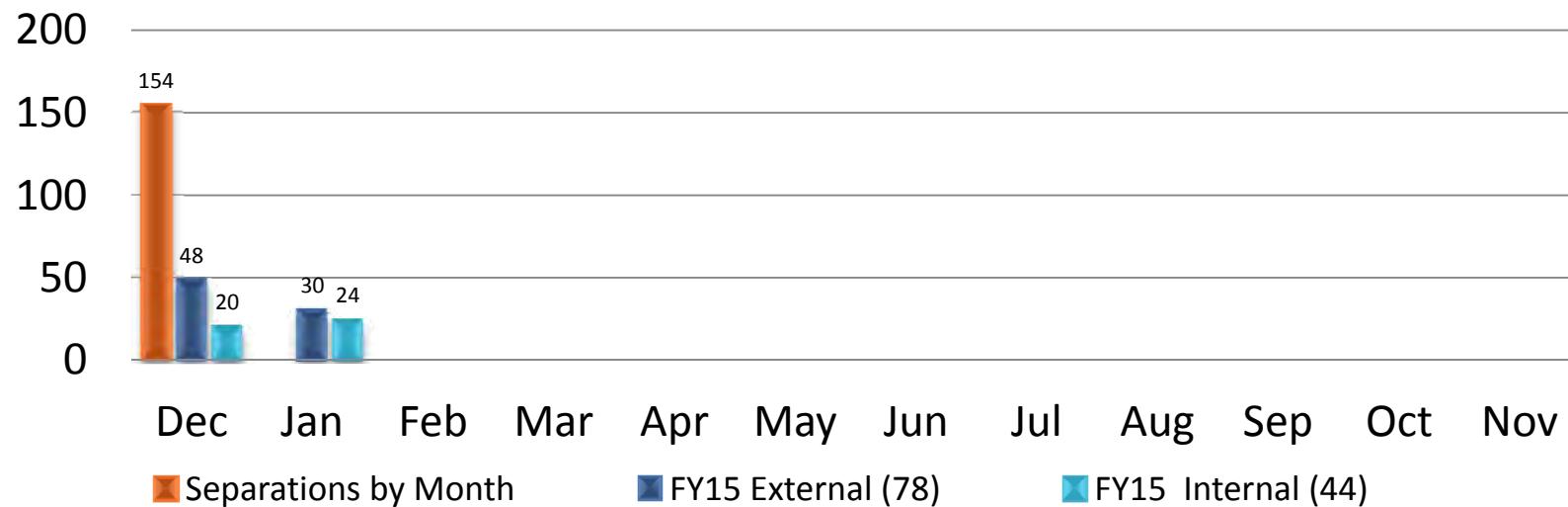
FY15 Clinical (72) vs. Non-Clinical (50) Vacancies Filled (122)

Clinical Classification / Titles -72
Clinic Coordinator
Dentistry
Electrocardiogram Technician
Epidemiologist
Licensed Practical Nurse
Medical Assistant
Medical Social Workers
Medical Technologist
Nursing
Pharmacy
Physician
Physicians
Radiology
Ward Clerk

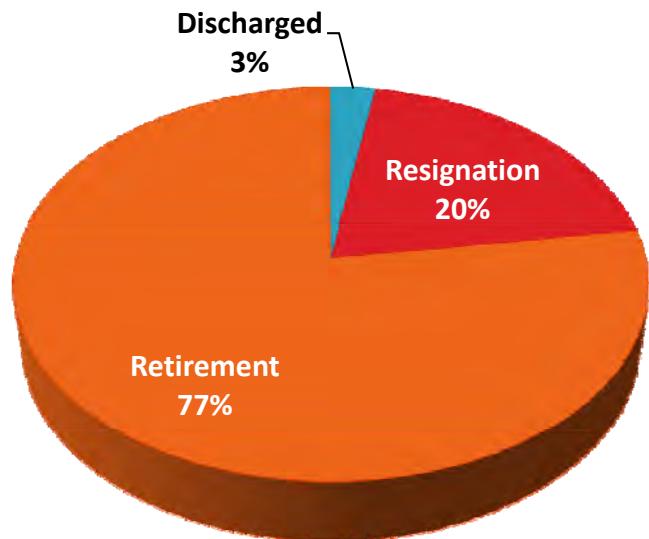
Non-Clinical Classifications / Titles -50
Building Service Worker
Clerical / Administrative
Food Service / Dietary
Human Resources / Labor Relations
Information Technology
Leadership / Management
Physicians
Procurement / Supply Chain
Scheduler / Dispatcher
Trades



2015 Separations & Hires

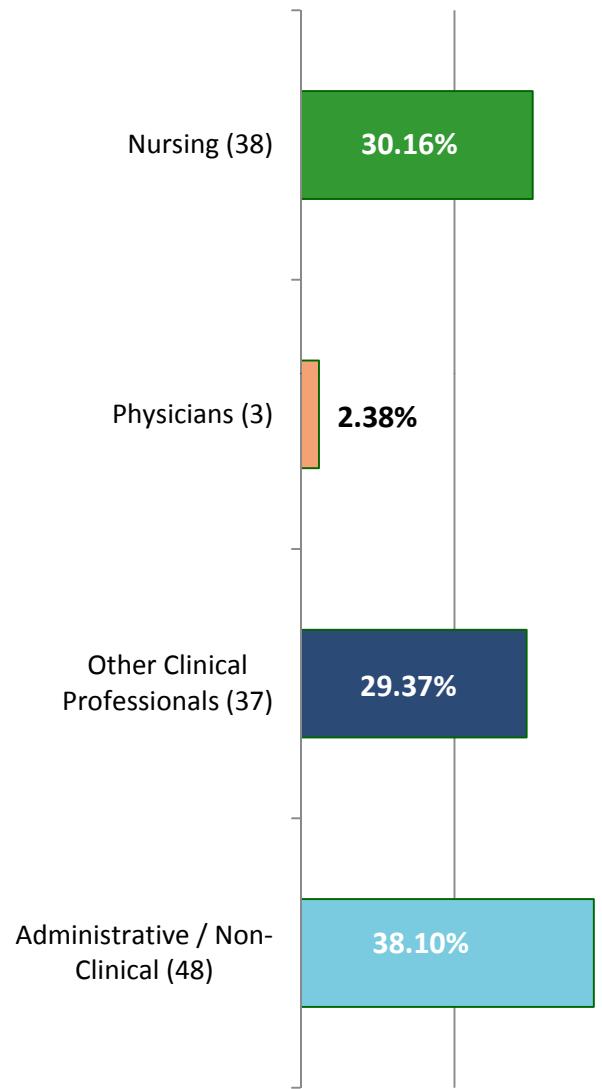


Separations by Reason

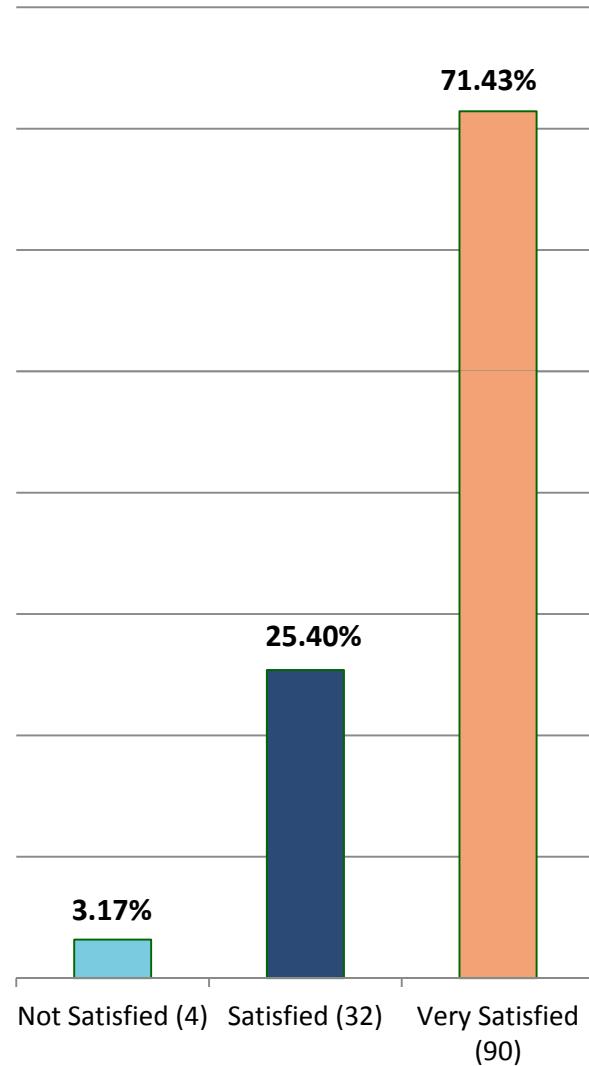


ORIENTATION SURVEY

Please select the Job Type that best reflects your position with CCHHS (126 of 129 Responses)

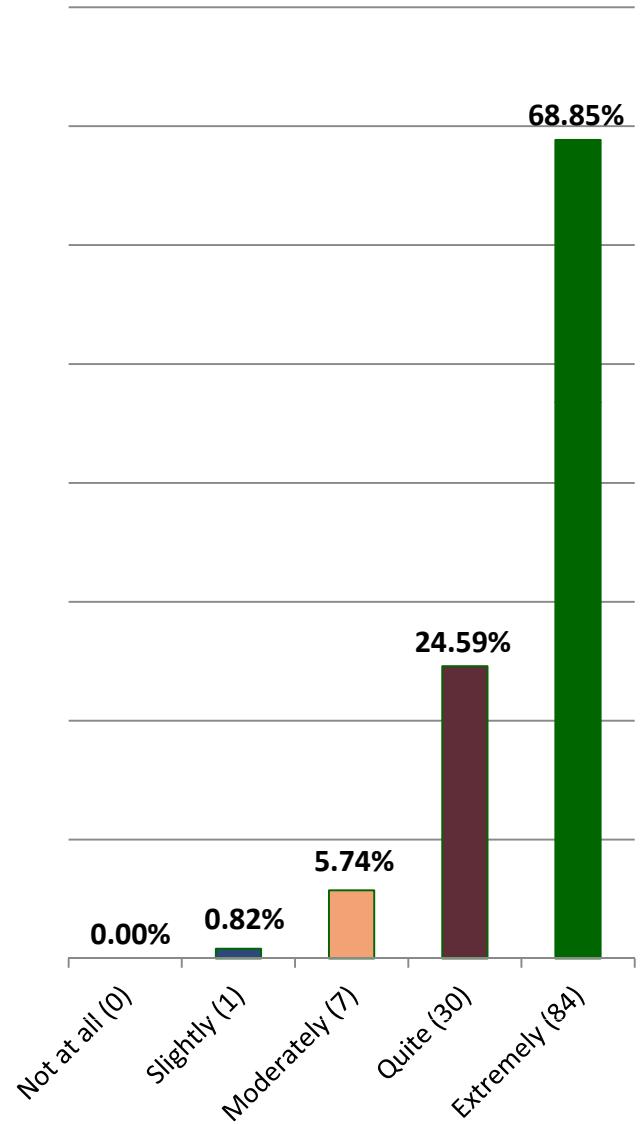


How satisfied were you with the communication you received from the HR Department during the hiring process? (126 of 129 Responses)

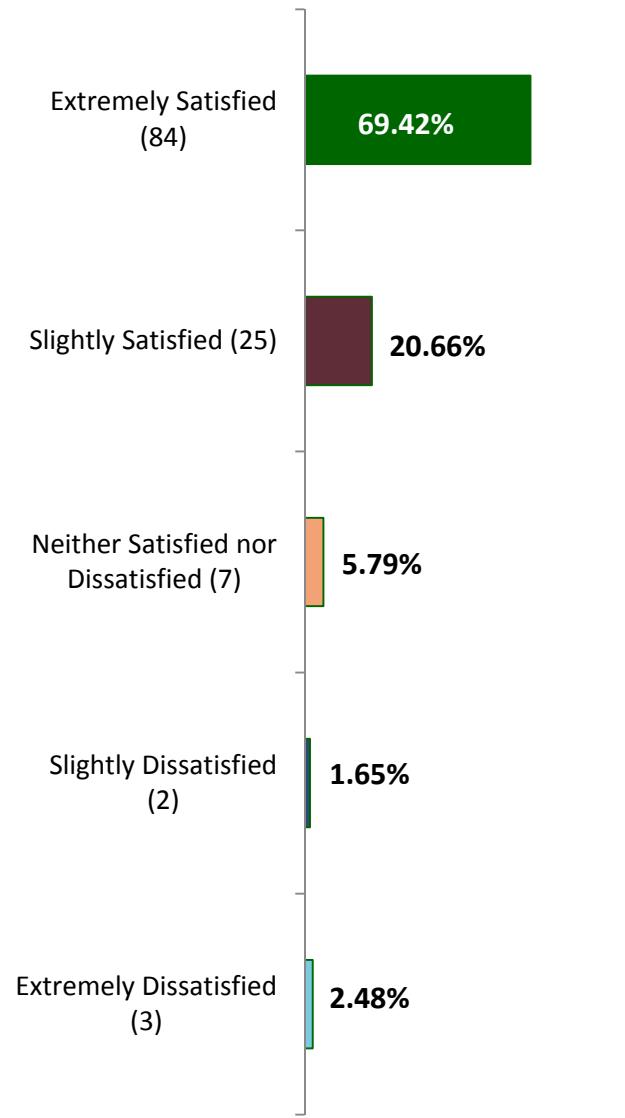


ORIENTATION SURVEY

How professional was your Recruiter? (122 of 129 Responses)

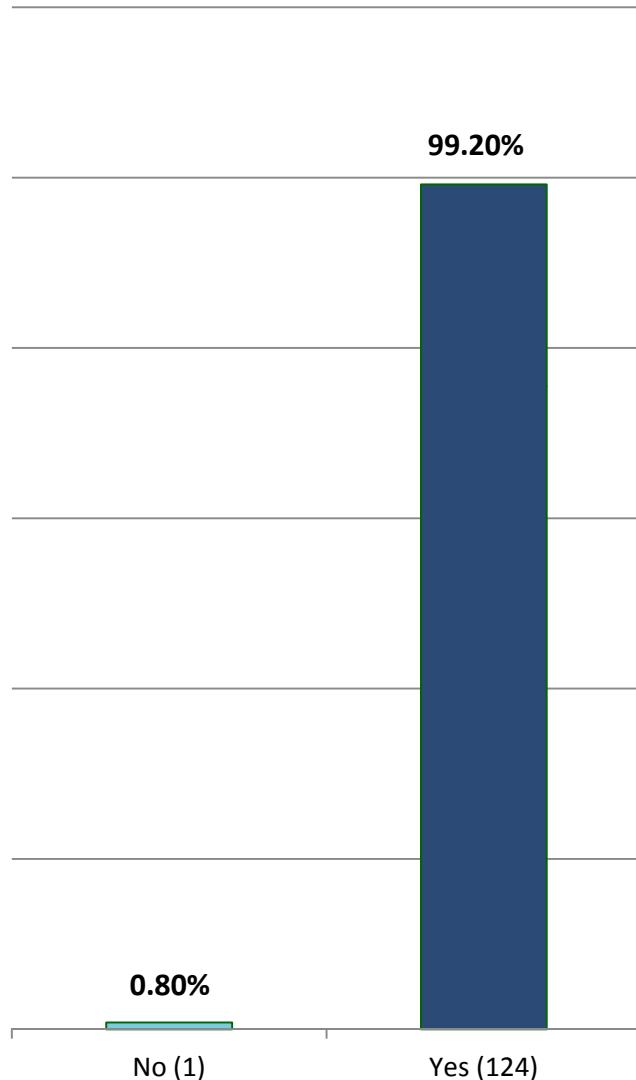


Overall were you satisfied with the recruiting process at CCHHS? (121 of 129 Responses)



ORIENTATION SURVEY

Did the Orientation meet the objectives that were started at the beginning of the session? (125 of 129 Responses)

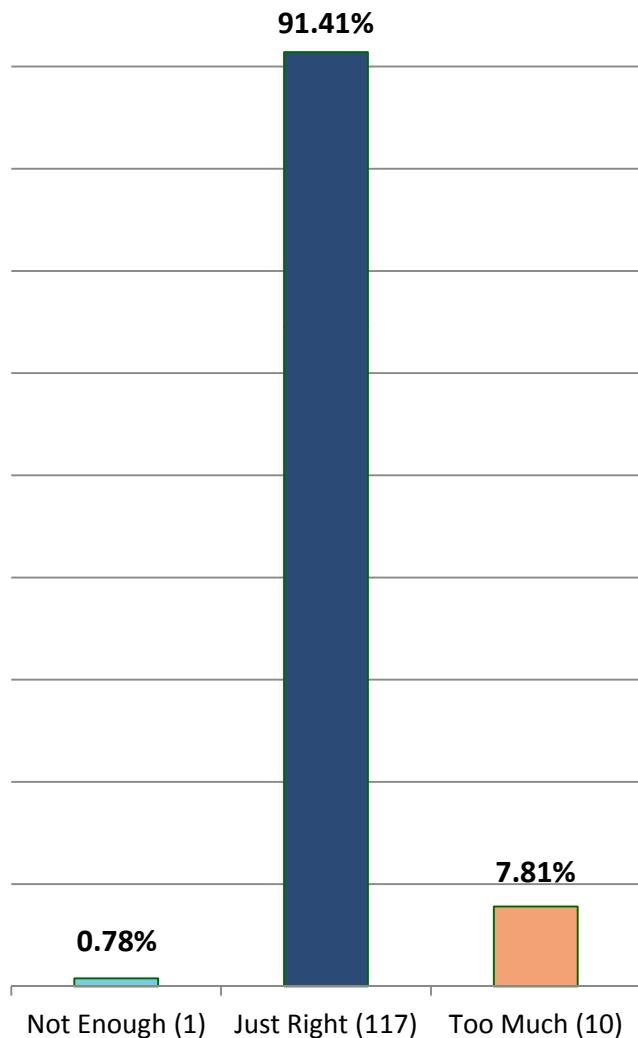


How useful was the information provided during Orientation? (125 of 129 Responses)



ORIENTATION SURVEY

The amount of time and attention given to each subject was: (128 of 129 Responses)



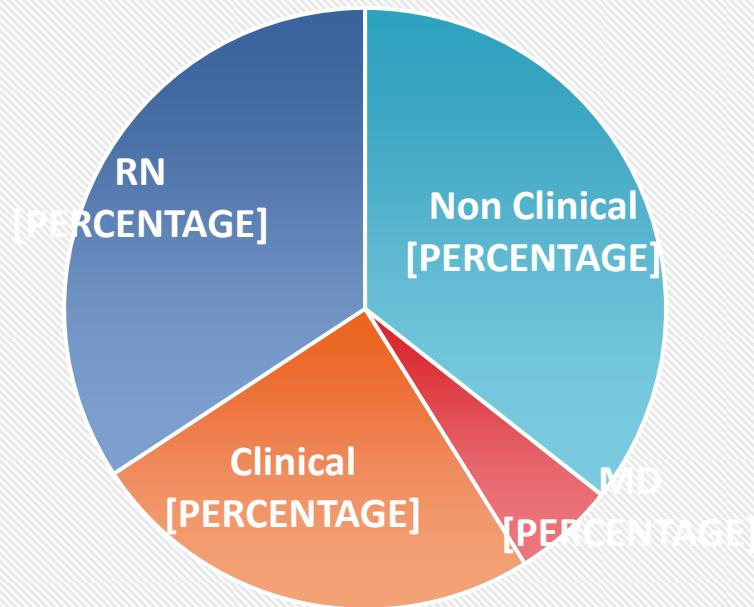
Overall evaluation of Orientation (Content, Delivery, Subject Matter, etc.) (128 of 129 Responses)



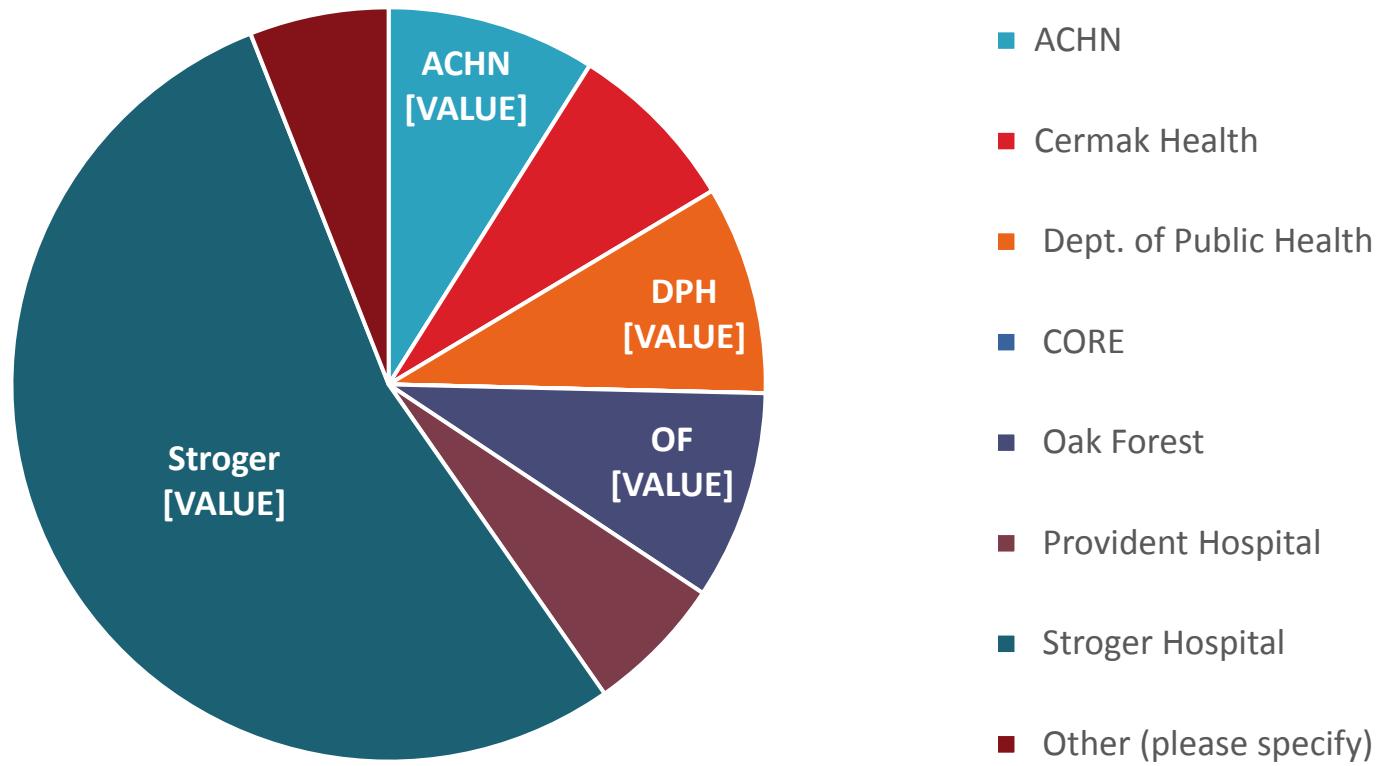
Survey Results as of Jan 11, 2015

Surveys Sent Total	229
Via Email	115
Via Mail	114
Total Replies	73
Response Rate	32%

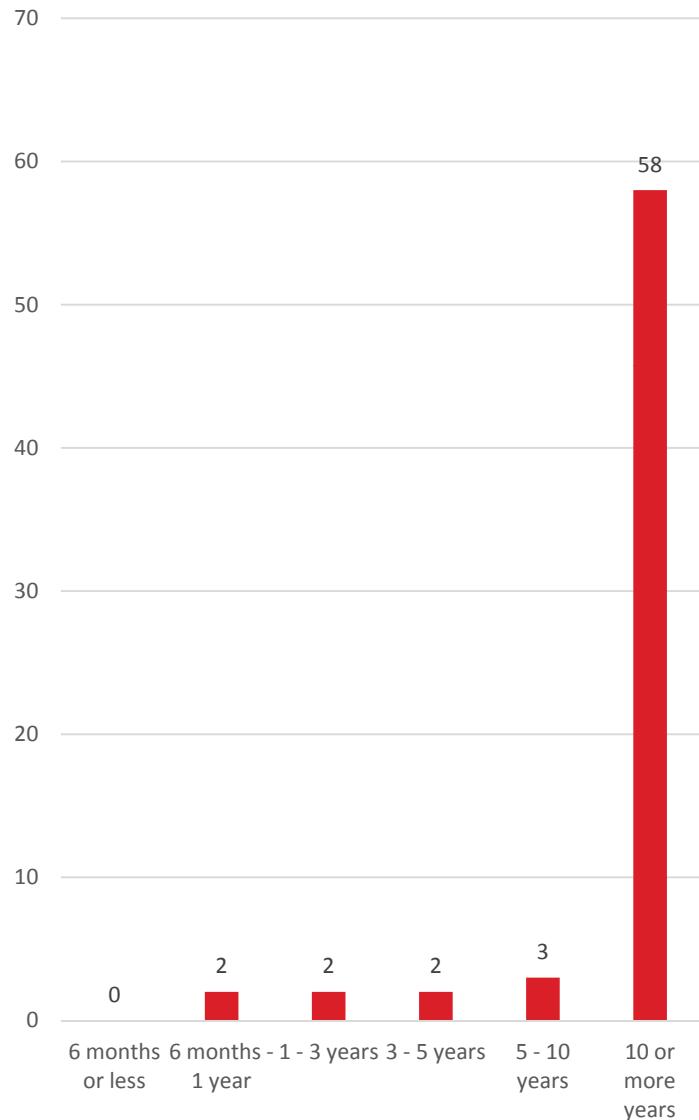
Responses by Job Category



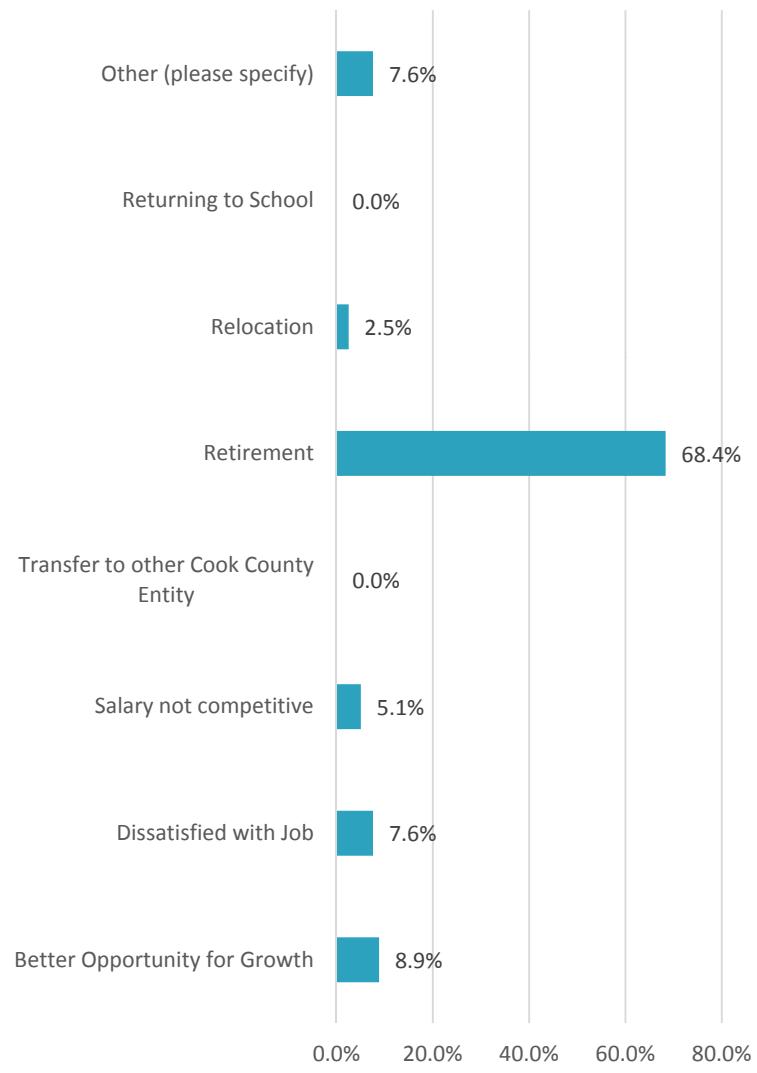
Breakdown of Results Based on Work Location



Please identify your years of service with CCHHS



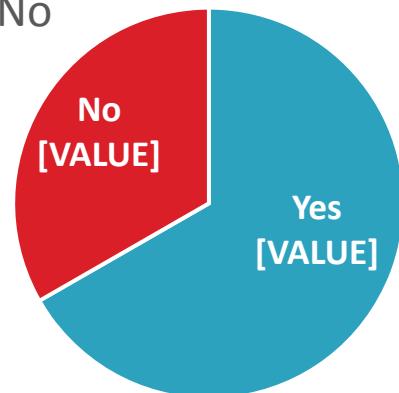
Why did you decide to leave CCHHS?



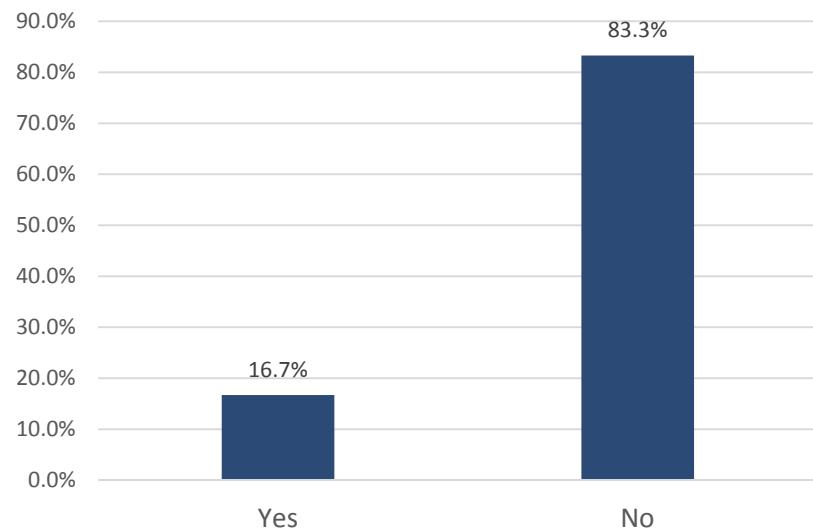
Additional Survey Results

Were your job responsibilities characterized correctly during the interview process and departmental orientation?

■ Yes ■ No

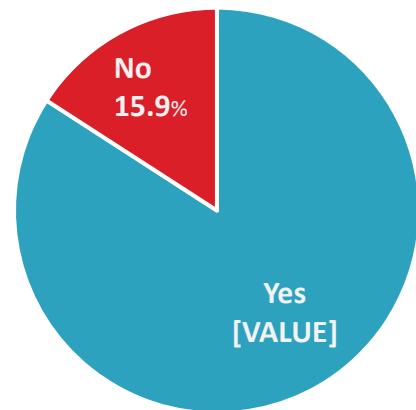


Did your work environment play a role in your decision to leave CCHHS?



Would you recommend CCHHS as a place to work to other individuals?

■ Yes ■ No



COOK COUNTY HEALTH
& HOSPITALS SYSTEM
CCHHS

LABOR

FY2015



COOK COUNTY HEALTH
& HOSPITALS SYSTEM
CCHHS

Cook County Resolution**Financial Impact****January 23, 2015****Sponsored by**

**THE HONORABLE TONI PRECKWINKLE
PRESIDENT OF THE COOK COUNTY BOARD OF
COMMISSIONERS**

WHEREAS, the County is obligated to pay the prevailing rate for these categories of employees pursuant to the state statute and the collective bargaining agreement between the County of Cook and the Union(s); and

WHEREAS, the unions representing this category of employees have been properly certified and that a one-time bonus be paid in lieu of prevailing rate increases for the years 2012 and 2013 and in addition to the prevailing rate increase effective June 1, 2014; and

WHEREAS, the Annual Appropriation Bill creates Accounts 490-115, 499-115 and 899-115 for Appropriation Adjustments for the Corporate, Public Safety and Health Funds if necessary; and

NOW, THEREFORE, BE IT RESOLVED, that the salaries of the following positions be fixed as follows:

<u>Job Code</u>	<u>Job Classification</u>	<u>One-time Lump Sum Bonus</u>
2381	Motor Vehicle Drive I	\$2,000
2382	Motor Vehicle Drive II	\$2,000
2371	Motor Vehicle Drive Road Repairman	\$2,000

BE IT FURTHER RESOLVED, that the Chief of the Bureau of Human Resources and the Cook County Comptroller are hereby authorized to implement the prevailing rates and salary adjustments pursuant to statute.

CCHHS has a total of nine (9) employees in the Job Classification of Motor Vehicle Driver I (Job Code 2381)

Financial Impact of
Motor Vehicle Driver I: \$18,000

CCHHS has a total of one (1) employee in the Job Classification of Motor Vehicle Driver II (Job Code 2382)

Financial Impact of
Motor Vehicle Driver II: \$2,000

Total Financial Impact: \$20,000

Cook County Health and Hospitals System
Human Resources Committee Meeting Minutes
January 23, 2015

ATTACHMENT #2

RESOLUTION

January 23, 2015

Sponsored by

**THE HONORABLE TONI PRECKWINKLE
PRESIDENT OF THE COOK COUNTY BOARD OF COMMISSIONERS**

WHEREAS, the County is obligated to pay the prevailing rate for these categories of employees pursuant to the state statute and the collective bargaining agreement between the County of Cook and the Union(s); and

WHEREAS, the unions representing this category of employees have been properly certified and that a one-time bonus be paid in lieu of prevailing rate increases for the years 2012 and 2013 and in addition to the prevailing rate increase effective June 1, 2014; and

WHEREAS, the Annual Appropriation Bill creates Accounts 490-115, 499-115 and 899-115 for Appropriation Adjustments for the Corporate, Public Safety and Health Funds if necessary; and

NOW, THEREFORE, BE IT RESOLVED, that the salaries of the following positions be fixed as follows:

<u>Job Code</u>	<u>Job Classification</u>	<u>One-time Lump Sum Bonus</u>
2381	Motor Vehicle Drive I	\$2,000
2383	Motor Vehicle Drive II	\$2,000
2371	Motor Vehicle Drive Road Repairman	\$2,000

BE IT FURTHER RESOLVED, that the Chief of the Bureau of Human Resources and the Cook County Comptroller are hereby authorized to implement the prevailing rates and salary adjustments pursuant to statute statute.